

**CREDIT TRANSFER/RPL/ADVANCED
STANDING APPLICATION FORM**

1. PERSONAL DETAILS

Student ID Number: _____ Date of Birth: _____
 Surname: _____ Given Name: _____
 Residential Address: _____
 Postal Address: _____
 Phone: _____ Mobile: _____ E-mail: _____

2. SCHOOL NAME AIHS BMIHMS

3. RECOGNITION DETAILS

Are you applying for:
 Credit Transfer Recognition of Prior Learning Articulation via agreement

4. COURSE NAME: _____

List below the Units/Subjects you are seeking recognition for:

AIHS /BMIHMS		Previous Institution	
Code	Unit/Subject	Code	Unit/Subject

Note: Please attach Unit/Subject Outline

5. EVIDENCE CHECKLIST

- Qualifications (Parchment only)
- Official Academic Transcripts
- Professional Work Experience
- Work certificates/references – two (2) referee letters on official letterhead
- Resume
- Professional/personal development courses

Applicant's Signature: _____ **Date:** _____

6. RECOMMENDATIONS

Recommended Yes No

If 'No', why _____

Assessor Name: _____

Assessor Signature: _____ **Date:** _____

Approved Yes No

If 'No', why _____

Approved By: _____

Signature: _____ **Date:** _____

CHECKLIST FOR ASSESSORS

1. INFORMATION

Has the applicant been given a copy of the Credit Transfer including RPL Policy & Procedure/Registered Training Organisation RPL Policy & Procedure Yes No

2. INITIAL SUPPORT AND COUNSELLING Yes No

Name of Counsellor/Advisor: _____

3. PORTFOLIO COMPLETION Yes No

4. ASSESSMENT PROCESSED Yes No

5. STUDENT RECORDS UPDATED Yes No