The **Recognition of Prior Learning (RPL)** process allows students to be recognised for pre-existing skills and knowledge. This may have been attained through other formal or informal study, work experience (paid or volunteer), or practice. The onus is on the student to provide sufficient supporting evidence to verify they have the required knowledge and skills for the unit of competency. Examples of the types of supporting evidence include: job descriptions, samples of work, portfolios, resumes, certificates and awards, references and testimonials.

**Credit Transfer (CT)** is the process by which previous successful study of a Unit of Competency is recognised. The Unit of Competency must have been attained within the past 5 years to ensure currency with current Training Package requirements. The pre-existing Unit of Competency must be either identical or equivalent to the Unit of Competency for with CT is sought.

**HOW TO COMPLETE YOUR APPLICATION:**

**Step 1:** Complete the personal details section and sign the form

**Step 2:** On the table following please select the Units of Competency for which you wish to apply for RPL or CT

**Step 3**: Familiarise yourself with the details of the Unit of Competency by clicking on the hyperlink in the table and ensure you have sufficient evidence to demonstrate all Performance Criteria. For example, there are 12 Performance Criteria for *BSBMKG508 Plan and direct marketing activities* and they are listed at <https://training.gov.au/Training/Details/BSBMKG508>.

**Step 4:** List the evidence provided

**Step 5:** Complete the payment details section

**Step 6:** Email this form along with your supporting evidence to **studentsupport@theleftbank.edu.au**

**HOW WILL MY APPLICATION BE ASSESSED?**

RPL applications are reviewed by the Academic Team against Unit of Competency outlines to the Performance Criteria level.

CT applications will be verified by the Student Services team for validity and currency. This may include contacting the issuing education provider to confirm the evidence provided.

Students will be advised in writing of the decision after the completed application has been reviewed. Units of Competency may be deemed unsuccessful if insufficient evidence is supplied, the evidence is not current (i.e. within the past 5 years) or, because supplied documentation did not demonstrate the required knowledge and skills to a sufficient level.

**PERSONAL DETAILS**

**Family name: Given names:**

**Contact number: Email address:**

**Signature: Date:**

**COURSE NAME AND CODE:** BSB50215 Diploma of Business (specialising in Digital Marketing)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **UoC code** | **UoC name** | **RPL**  **(yes/no)** | **CT**  **(yes/no)** | **Evidence provided**  **(please list/describe)** | **Approved**  **(yes/no)** |
| [BSBMKG508](https://training.gov.au/Training/Details/BSBMKG508) | Plan and direct marketing activities |  |  |  |  |
| [BSBMKG501](https://training.gov.au/Training/Details/BSBMKG501) | Identify and evaluate marketing opportunities |  |  |  |  |
| [BSBPUB502](https://training.gov.au/Training/Details/BSBPUB502) | Develop and manage complex public relations campaigns |  |  |  |  |
| [BSBMKG523](https://training.gov.au/Training/Details/BSBMKG523) | Design and develop an integrated marketing communication plan |  |  |  |  |
| [BSBADV507](https://training.gov.au/Training/Details/BSBADV507) | Develop a media plan |  |  |  |  |
| [BSBEBU501](https://training.gov.au/Training/Details/BSBEBU501) | Investigate and design e-business solutions |  |  |  |  |
| [BSBMKG522](https://training.gov.au/Training/Details/BSBMKG522) | Plan and measurement of marketing effectiveness |  |  |  |  |
| [BSBMKG603](https://training.gov.au/Training/Details/BSBMKG603) | Manage the marketing process |  |  |  |  |

**TERMS AND CONDITIONS**

Applications for Recognition of Prior Learning (RPL) and Credit Transfer (CT) are accepted upon your enrolment into either the course. Applications for Recognition of Prior Learning must be received a minimum of two weeks prior to the intended intake start date to allow sufficient time to be assessed. You may be required to attend a telephone interview as part of the assessment process. Unsuccessful or incomplete RPL submissions will require students to complete the full studies or resubmit at a $100 application fee.

* I declare that all information provided in this application is correct

**APPLICATION FEES**

**RPL:** $100 non-refundable application fee payable at time of application.

For each Unit of Competency approved for RPL the student will be liable for a tuition fee equivalent to 30% of the standard fee charged.

**CT:** no application fee is applicable. In instances where CT is granted for an entire qualification an administration fee of $100 is payable to cover the costs of issuing the qualification.

**PAYMENT DETAILS**

I would like to pay the application fee by credit card:

* Visa
* MasterCard

Card holder name: Expiry date: CVV:

**OFFICE USE ONLY**

**Referring Student Services Officer:**

**Name: Date Submitted: Fees Paid: (Y/N/NA)**

**COURSE NAME AND CODE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **UoC code** | **RPL**  **(yes/no)** | **CT**  **(yes/no)** | **Sufficient evidence provided (yes/no)** | **Comments** | **Approved**  **(yes/no)** |
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**RPL Academic Assessor:**

**Name: Date Assessed:**

**Comments (as applicable):**

**Head of Faculty or Academic Dean approval:**

**Name: Date approved:**

**Comments (as applicable):**