SBTA
Sydney Business & Travel Academy

SELA
Sydney English Language Academy

# Request for Recognition of Prior Learning (RPL)

## 1. Personal Details

| | | | |
|---|---|---|---|
| Family name | | Student ID # (if known) | |
| Given name/s | | | |
| Which SBTA course are you applying for? | | | |

## 2. Previous Studies

I wish to apply for RPL for the units listed below.

| Unit Code | Unit Name |
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## 3. Declaration

I declare the information supplied on this Form is true and correct in every particular and I understand checks may be made.

| | | | |
|---|---|---|---|
| Name | | | |
| Signature | | Date | / / dd/mm/yy |

**RPL Policy and Procedure**

SBTA will recognise AQF (Australian Qualifications Framework) qualifications and statements of attainment issued by any other RTO (Registered Training Organisation). Students who wish to apply for RPL must complete the Request for RPL Form along with the SBTA Enrolment Form, attach the appropriate supporting documentation and submit it at reception. Students are required to submit originals of academic transcripts; if transcripts do not include Australian National Codes students must also provide details (in English) of subjects that they wish to use as the basis for their request. Students should apply for RPL at the time of enrolment. If RPL is awarded the course will be shortened and fees will be adjusted to reflect the extent of RPL granted. If the course is shortened and the student is on a Student Visa, SBTA will notify DIAC and the duration of the visa may be shortened. Maximum RPL granted will be 50% of the total course duration. If a student is unable to provide the necessary evidence for RPL academic staff may use a range of assessment procedures to confirm the student's competence. Fees may apply if assessment is required.

**Office use only**

| | | | |
|---|---|---|---|
| Request Form signed | ☐ Yes ☐ No | Assessor's comments/decision | |
| Transcript attached | ☐ Yes ☐ No | | |
| Original transcript sighted | ☐ Yes ☐ No | Assessor's signature | |
| Course length modified in PRISMS/BECAS | ☐ Yes ☐ No | Date | / / |
| New finish date | / / | | |

**The Sydney Business and Travel Academy**
**The Sydney English Language Academy**
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