

Recognition of Prior Learning Application – Certificate IV in Tertiary Preparation Program

Applications for exemptions are subject to La Trobe Melbourne’s policy *Recognition of Prior Learning*. Section 6 of this policy requires an application to be submitted in a student’s first trimester of study by **no later than the official trimester finish date**. Applications after this date will not be accepted. The applicant should not enrol in the unit(s) for which exemptions are applied for. Exemptions will not be granted if the applicant has enrolled in that/those unit(s).

Please complete all sections

Mr / Ms / Mrs

(Family Name) (Given Names)

Address: _____

Telephone: _____ **Mobile:** _____

Email: _____

LTM Course: _____ **LTM Student ID:** _____

I wish to apply for Recognition of Prior Learning in the following units:

LTM UNIT CODE	LTM UNIT NAME

SUPPORT DETAILS

Formal Qualifications or Training

List any formal courses or training sessions you have attended. Please attach copies of course outlines and course details.

TITLE OF COURSE	DATES

Informal Study Programs

List any training sessions you have attended. If possible, attach copies of Certificates, course outlines and content.

TITLE OF COURSE	DATES

Relevant Work Experience

List any relevant work experience you have performed. Give details of your employer including a phone number and contact name, as well as dates, duration of employment and main duties performed.

EMPLOYER DETAILS	POSITION	DUTIES	DATES

OFFICE USE ONLY

Application received by: _____ Date: _____

All supporting documentation included with application: Yes No

Application referred to Academic Director by _____ on _____

Interview with student conducted on _____

Student notified of outcome of application Yes No

RPL entered on MAZE Yes No

Adjustment of student fees: transfer fees to next semester Yes No

Forfeit fee refund Yes No

La Trobe Melbourne CoE(s) updated Date: _____

La Trobe University CoE updated Date: _____

Comments:
