

Application Form

Recognition of Prior Learning / Credit Transfer

Please complete this form and send with payment or payment details to:
OPEN CHANNEL, SHED 4 NORTH WHARF ROAD, DOCKLANDS 3008

PERSONAL DETAILS

All personal information collected by OPEN CHANNEL is protected by *The Privacy Act 1988*.
All information is confidential and will not be disclosed without your consent.

First Name: _____ Family Name: _____

Street: _____

Suburb: _____ State: _____ P/Code: _____

Phone (home): _____ Ph(work): _____

Mobile: _____ Email: _____

Date of Birth: _____ Gender: _____ female/male _____

Are you a current OPEN CHANNEL member? yes/no Membership no: _____

Please send me membership information: yes/no

Educational & Work Background

Highest School Completed: Grade ____ in year ____ _ _ _ _

Other Qualification/s since School:

Please outline previous film experience or related study if any. You may also attach a CV

OPEN CHANNEL Cooperative Ltd

Victoria Harbour, SHED 4, North Wharf Rd, Docklands, Vic 3008, Australia

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ABN 67 060 585 631

Current Occupation:

Summarise any other key experiences which have added to your prior learning

Optional questions to help OPEN CHANNEL in collating statistical information:

Country of Birth: _____ Year of Arrival in Australia: _____

Are you Aboriginal / Torres Straight Islander? yes/no

Do you speak a language other than English at home? If yes, please specify:

Do you have a disability or special needs? If yes, please specify: _____

How did you find out about OPEN CHANNEL?

APPLICATION DETAILS

List below one or more Units of Competency for which you are seeking recognition.

[Course Title/s from which Units are taken:] _____

Code	Title	RPL	Credit Transfer
		<input type="checkbox"/>	<input type="checkbox"/>
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* You may apply for both Credit Transfer and RPL on a Unit of Competency.



Attach your **Evidence Listing** (listing each item of evidence supplied), and an **Evidence Mapping Matrix** for each Unit of Competency applied, that shows how evidence relates to elements of that Unit. Order and secure all your evidence items in a single enclosed folder where possible, identifying your name clearly on the cover.

Application Statement:

Candidate to answer questions:

Have the purpose and the consequences of the assessment been explained to you, and/or have you read the RPL/Credit Transfer Information Kit? YES / NO

Have you printed copies of the relevant Unit/s of Competency? OPEN CHANNEL can assist if you do not wish to locate these Units on www.ntis.gov.au YES / NO

Have your rights and the appeal system been fully explained? YES / NO

Have you discussed any special needs to be considered during assessment? YES / NO

OPEN CHANNEL may retain copies of all evidence submitted in association with your assessment. All personal information collected by OPENChannel is protected by The Privacy Act 1988, is confidential and will not be disclosed without your consent.

By signing below, I verify that the information and evidence supplied in all aspects of my RPL/Credit Transfer Application is accurate and my own work.

{Applicant Signature}

{Witness Signature}

{Print Name}

{Print Name}

{Date}

{Date}

Refund Conditions for RPL/Credit Transfer Applicants

No Refunds to fees will apply to applicants for RPL/Credit Transfer once lodged applications have been received by an Assessor. Applicants are advised to check that their application is fully completed and suitably addresses all elements of the Units of Competency for which assessment is being sought. Course credit equivalent to 50% of application fees paid will apply where an applicant is deemed "not yet competent" at either the portfolio review or interview stage. Such course credit will be received in the form of a voucher and must be redeemed on OPEN CHANNEL training within 6 months of voucher issue date. Successful applicants for RPL/Credit Transfer will be required to pay an additional fee of \$25.00 for issuing of each copy of a *Statement of Attainment*, which may be requested by the Applicant for one or more Units successfully achieved. While no guarantee is provided of a refund to any applicant, an RPL/Credit Transfer application may be rejected at any time at the discretion of OPEN CHANNEL and all fees refunded. In this instance no assessment is deemed to have taken place. This may occur where a suitable assessor is unavailable, or where the application is deemed unsuitable for assessment. OPEN CHANNEL's policy is to complete RPL/Credit Transfer assessment within 60 days of application lodgement. Applicants will be given at least one week's notification of Interview time with Assessor, and will seek to provide an alternate time where requested subject to Assessor availability. Failure to attend at scheduled Interview time may result in forfeiting application fee/s. OPEN CHANNEL has a results grievance policy available on request in the event there is a dispute over an application result.

Trust Account

OPEN CHANNEL maintains a trust account for safeguarding student fees.

RPL/Credit Transfer Fees

All fees quoted in Australian Dollars.

AQF Level	No Units	Cost Per Unit	Sub-Total
CUF30107 Certificate III in Media		\$100	
CUF60107 Advanced Diploma of Screen And Media		\$200	
Issue Fee for <i>Statement of Attainment</i> [refunded if unsuccessful]. One Statement of Attainment can include any number of Units.	1	\$25	\$25
		TOTAL FEE:	

Payment Details

I agree have read the Course Application Form. I understand and accept the Selection Process and Refund Conditions specified.

I enclose payment of \$ _____

Applicant's Signature: _____ Date: _____

Payment can be made by Paymate via the OPEN CHANNEL website, or be phone, fax, mail, or in person at OPEN CHANNEL during business hours. Please make cheques payable to OPEN CHANNEL Cooperative Limited.

Payment by: Paymate Cash Cheque Money Order Eftpos

Card Number: _____ Visa Mastercard

Cardholder Signature: _____ Name on Card: _____ Exp Date: _____

OFFICE USE ONLY: (last updated 8.4.09)

Application form Completed: ____ Tax Invoice sent: ____

Receipt No: _____ Student ID Number: _____

Stage 1: Folio kit assessment Satisfactory ____ Not satisfactory ____

Interview Times/Dates: _____

Stage 2: Interview Competent ____ Not yet competent ____

* attach additional results pages for multiple Unit assessment

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