

## APPLICATION FOR RECOGNITION OF CREDIT

Credit is the value assigned for the recognition of equivalence achieved via a range of learning pathways. Credit reduces the amount of learning required to achieve a qualification and may be acquired through:

- Credit Transfer (CT)
- Articulation
- Recognition of Prior Learning (RPL)

MOXI supports Application for Recognition of Credit through a standard process. A candidate must be already enrolled in a MOXI course before we will consider the Credit Transfer of already obtained competencies from another RTO. In instances whereby a Certificate or Statement of Attainment does not provide an identical match for the unit you are seeking recognition for, Credit Transfer or Articulation cannot be granted. To progress further you will need to consider Recognition of Credit via the RPL pathway.

### Fees

If you are ineligible for Credit Transfer or Articulation and you decide to continue with this process further, the standard Application Fee for RPL will need to be paid.

**RPL Application fee:            \$500 non refundable**

**RPL Assessment fee :        *Course Fee (as per current year prices minus Application Fee paid)***

*\* As the charge for RPL Assessment is equivalent to the current course price, if at any stage you decide that you would prefer to attend the training before being assessed, the Application Fee paid will be credited back to you*

### Personal Details

Name of Applicant	
Email	Mobile
Name of MOXI Course that Credit is being applied to:	

### Employment Details

Current Employer	Your Job Title
<b>REFEREE # 1</b> required for RPL ONLY	
Name	Position Held
Email	Mobile
Employment Relationship to you (eg. Supervisor, Team Leader)	

## Part 1

We assess eligibility upon receipt of Part 1 of the *Application for Recognition of Credit* form together with the required documentation for each of the options checked below. Document copies are permitted at this preliminary stage however we cannot issue any Certificate or Statement of Attainment until the original documents (or certified copies) are verified.

Please check against any of the following options that apply:

- I have a current **UNRESTRICTED** Aust. Electrical Licence (*attach a copy of this licence*) **OR**
- I have a current **RESTRICTED** Australian Electrical Licence (*attach a copy of this licence*)
- I have a Qualification or Statement of Attainment (SOA) from another RTO that shows I have existing EEHA competencies and I would like these recognised via **CREDIT TRANSFER** (*attach the SOA or the certificate with the transcript or record of results*)
- I have successfully completed the IMDI Skill Set at MOXI and would like **ARTICULATION** into the Cert IV Hazardous Areas. (*attach all competencies to be assessed for Cert IV credit*)
- I can provide evidence of previous training, work and/or life experience that supports a claim for **RECOGNITION OF PRIOR LEARNING (RPL)**, (*candidates must complete Part 1 & 3 in full*)

Briefly explain why you have applied for *Recognition of Credit* and what outcome are you seeking:

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I have ticked against only the statements above relevant to my application and have attached the required documentation. I understand that I am required to present the original documents (or certified copies) before I can receive any *Certificate* or *Statement of Attainment* that arises as a result of this *Application for Recognition of Credit*.

\_\_\_\_\_  
Name Signature Date

Office Use ONLY:		APPROVED FOR	
Credit Transfer <input type="checkbox"/>	Articulation <input type="checkbox"/>	RPL <input type="checkbox"/>	Interview with TA required Yes <input type="checkbox"/> No <input type="checkbox"/>
Scheduled Interview with TA for When: _____		Original Documents sighted & scanned Yes <input type="checkbox"/> No <input type="checkbox"/>	
Application assessed by: _____		Application sent to Compliance Coord: <input type="checkbox"/> Date: _____	

## PART 2 (Part 2 to be completed by MOXI Staff ONLY)

### AQF Qualification Details for Recognition of Credit

This section is designed to record the units of competency listed on the candidates enrolment that can be matched (like for like) against the units of competency from any prior qualification/s that have been submitted as part of this application

Staff member assessing credit must complete all information as below

Name of candidate		Course code/name where eligible Credit will be applied:		
Credit Transfer <input type="checkbox"/>		Articulation into Cert IV pathway <input type="checkbox"/>	Has candidate ever been assessed by MOXI <input type="checkbox"/>	
Match UoC of Moxi course of enrolment with that which is referred to on the certification docs attached to this application				
Unit Code	Unit Name	Matching Unit Code from existing Qual	Date Issued	RTO Code from where Qual issued

(if further rows required, please attached a separate sheet)

Office Use ONLY: CHECK THAT NECESSARY PAYMENTS HAVE BEEN PROCESSED

Credit Transfer Complete       Articulation Complete       Original Documents sighted and scanned

Application completed by: \_\_\_\_\_ Trainer/Assessor Notified Yes  No

Candidate Notified    Yes  No     New AO to show Credit     Date Application assessed \_\_\_\_\_

## PART 3 (Part 3 to be completed by candidates applying for RPL Credit)

### Matrix of Additional Evidence for Recognition of Credit

The following supporting documentation (where applicable) must be supplied with Part 3 of this application as it is used to assess your application and advance you forward to the final phase of completing the Assessment tasks for each UoC you are applying Credit to.

Evidence requirement for RPL only	Date Issued	Copy attached ✓ or X
1. Electrical Trade Certificate		
2. Instrumentation Trade Certificate		
3. Unrestricted Electrical Licence e.g. Electrical Fitter , Electrical Fitter/ Mechanic		
4. Restricted Electrical Licence		
5. Engineering Diploma		
6. Engineering Degree		
7. Any previous Qualification and/or Statement of Attainment (please specify and attach):  _____		
8. Resume detailing EEHA Industry experience		
9. Two (2) written references (no older than 3 months), must be from competent EEHA qualified person)		
Anything else that you would like considered in your application (please specify and/or attach):  _____		

I have completed the relevant sections of the above Evidence Matrix and I acknowledge that I must provide original documentation (or certified copies) for Items 1 to 7 for which I have ticked against. I confirm the requirements of Items 8 & 9 have been met and I will provide copies. As an RPL Candidate, I have opted to receive NO training prior to completing the required Assessments.

\_\_\_\_\_  
Name Signature Date

Office Use ONLY: CHECK NECESSARY PAYMENTS HAVE BEEN PROCESSED		
RPL Evidence Matrix Complete <input type="checkbox"/>	RPL Interview with TA Complete <input type="checkbox"/>	RPL clear to proceed Assessment Only <input type="checkbox"/>
Achieved Competency in all Assessments? Yes <input type="checkbox"/> No <input type="checkbox"/> Application completed by: _____		
Resit required <input type="checkbox"/>	New AO to show Credit <input type="checkbox"/>	OR Print SOA / Cert IV <input type="checkbox"/> Date _____