



# Australian College of Commerce & Management

## Application for Recognition / Exemptions

Students Name:

Course:

When you are applying for Recognition – you are effectively asking to be exempt from some parts of your study. Exemptions can be granted where you have completed this part of your study program before, or if you already have those skills and knowledge, from for example – on-the-job learning.

The basis of all exemptions must be proven eg certified copies of Statements of Attainment or multiple work examples of the relevant skills and knowledge that you have – and supporting evidence to prove that the samples are your original work.

To apply for Recognition complete the details below:

### **1. Module or Unit/s Exemption is Requested For:**

List Module / Units Names Exemption Is Sought For:	Why Exemption is Sought – Tick appropriate boxes
1.	<input type="checkbox"/> Exact Unit of competency already completed <input type="checkbox"/> Similar formal study undertaken <input type="checkbox"/> Work / Life Experience <input type="checkbox"/> Other:
2.	<input type="checkbox"/> Exact Unit of competency already completed <input type="checkbox"/> Similar formal study undertaken <input type="checkbox"/> Work / Life Experience <input type="checkbox"/> Other:
3.	<input type="checkbox"/> Exact Unit of competency already completed <input type="checkbox"/> Similar formal study undertaken <input type="checkbox"/> Work / Life Experience <input type="checkbox"/> Other:
4.	<input type="checkbox"/> Exact Unit of competency already completed <input type="checkbox"/> Similar formal study undertaken <input type="checkbox"/> Work / Life Experience <input type="checkbox"/> Other:
5.	<input type="checkbox"/> Exact Unit of competency already completed <input type="checkbox"/> Similar formal study undertaken <input type="checkbox"/> Work / Life Experience <input type="checkbox"/> Other:
6.	<input type="checkbox"/> Exact Unit of competency already completed <input type="checkbox"/> Similar formal study undertaken <input type="checkbox"/> Work / Life Experience <input type="checkbox"/> Other:

Attach a list if you are claiming more Exemptions  
**Read and complete the details over the page**

## **2. Attach Supporting Documentation**

For requests for exemptions based on past studies you must attach a Certified Copy of the Statement of Attainment listing the unit/s codes

OR

a College Training Manager must certify that they have sighted and verified the original.

For exemptions based on past studies at the College a certified copy is not required.

For exemptions based on work or related experience you must attach the detailed College RPL Application that asks for details and for documentary evidence of experience to be provided.

## **3. Exemptions and Traineeships**

Please note that the College is required to ensure that Traineeship Enrolments still offer valid outcomes after RPL has been processed. In some cases if you are exempt from the majority of the course your Traineeship Registration should not proceed.

## **4. Recognition Application Fee**

For Portfolio Assessment the following fees apply in addition to the course enrolment fees:

- \$ 400 for Certificate III applications
- \$ 800 for Certificate IV applications
- \$ 1200 for Diploma applications

Fees for Assessment by Interview or other methods are determined on a case-by-case basis.

Recognition Fees are not payable for recognition based on credit transfers from other courses.

New Worker Trainees are exempt from Recognition Fees.

Note fees are payable prior to assessment of the application, and are payable regardless of whether exemptions are approved or not. Refer to our Recognition Policies for details.

## **5. Payment Authorization Required Prior To Recognition Assessment**

I am exempt from Recognition Fees because I am a New Worker Trainee

I am exempt from Recognition Fees as I am only seeking Credit Transfers

I authorise Credit Card payment – Please debit my: VISA MastercardBankcard

Cardholders Name:	Amount: \$
Card Number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry: _ _ / _ _
Cardholders Signature: <b>X</b>	Date:

I have attached a Cheque payable to Australian College of Commerce and Management

## **6. Request for Recognition to be Processed**

<b>X</b> Students Signature:	Date:
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