



Assessor's Declaration			
Following assessment of the application, I AM / AM NOT satisfied that the applicant has met all the requirements to be granted RPL/RCC or CT for the units listed in this application. (Circle answer)			
Assessor's Signature		Date:	
Assessor's Name			

Assessor Notes

OFFICE USE ONLY	
1) Admin staff actioning this request	Name: _____ Date: / /
2) Documentation attached (if relevant):	
<input type="checkbox"/> For RPL/RCC : RPL Kit sent by: _____ Email / Fax / Post _____ Date: / / (Circle method)	
<input type="checkbox"/> For CT : ORIGINAL nationally recognised Certificates and or Statement of Attainments SIGHTED with detail indicating the units successfully completed including unit codes and titles and dates of completion.	
<input type="checkbox"/> For CT : COPY OF original nationally recognised Certificates and or Statement of Attainments with a signed note by Admin indicating that the originals have been sighted.	
3) The application and supporting documentation has been copied and placed into the student's file.	By: _____ Date: / /
4) RPL/RCC : Written correspondence of the outcome of the application has been sent to the applicant within 14 days of receipt of the completed RPL Kit (or as soon as practical where further information is required).	By: _____ Date: / /
5) RPL/RCC : Invoice forwarded to the applicant for payment.	By: _____ Date: / /

6) CT: Written correspondence of the outcome of the application has been sent to the applicant within 14 days of receipt of all certification documentation	By: _____ Date: / /
7) Where successful, the student's MoU has been adjusted and a further copy provided to the student. Copy placed on student file.	By: _____ Date: / /
8) Events and notes in VETtrak updated	By: _____ Date: / /