

Course Credit Application Form

Please complete if applying for Credit Transfer or Recognition of Prior Learning

Credit Transfer is the process whereby competencies gained through a previous course are recognised. Recognition of Prior Learning (RPL) is the process whereby skills and knowledge gained through industry specific experience and learning are recognised.

To apply for Course Credit:

- Complete this application form
- Attach all documentation – all certificates must be authentic or certified copies and presented for sighting.
- Submit the application and documentation to SERO Institute

You may also be required to attend an interview with the staff member handling your application, if they require further information.

Given Name/s	Family Name	Date of Birth (dd/mm/yyyy)
Phone	Email	
SERO Institute Qualification Code and Name		

Subjects or Competencies for which Recognition of Prior Learning is being requested						
Old Course				New Course		
Current Result				Credit transfer to		
Organisation course	Unit Code	Unit Name	Result	Unit Code	Unit Name	Approved Y/N

Subjects or Competencies for which Recognition of Prior Learning is being requested						
Old Course Current Result				New Course Credit transfer to		
Organisation course	Unit Code	Unit Name	Result	Unit Code	Unit Name	Approved Y/N

Please submit your completed application to Sero Institute's Student Administration Department		
By post	By email	In person
Sero Institute PO Box 2547 SOUTHPORT BC QLD 4215	administration@sero.edu.au	Gold Coast: 6-8 Scarborough St, Southport QLD Brisbane: 205 North Quay, Brisbane QLD Perth: 28 Eighth Avenue, Maylands WA

Office Use			
Application received by (name of staff member)		Sign	Date
More evidence required (Yes / No)			
Approved (Yes / No)	Staff Name	Sign	Date