



## Skills Recognition Application Form

*Please ensure to fill this form correctly. Incorrect or incomplete forms will result in delays or rejections.*

Institute of Intellect Blending (IIB) recognises all AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation (RTO). You must supply evidence of any previous qualifications or statements of attainments at the first visit. A copy of these will remain in your file.

If you have completed units or modules within another qualification, the content of which is very similar to what you are studying now, then you can apply for an exemption in that unit. This means that you may be able to commence another unit and complete your program faster. If you have completed units in the same program at a different college then you can apply for a credit in the unit.

**Instructions:**

1. Submit this form to the Academic Manager.
2. Indicate each Unit of Competence you are applying for.
3. Attach copies of verified documentary evidence of subjects passed.

### Student Information

Title: Mr / Ms / Miss / Mrs	Student Name:
Student Number:	Phone:
Email:	Date:
Currently enrolled course:	

### Type of Recognition (Tick all that apply ✓)

Credit Transfer   
(Free of charge)

Recognition of Prior Learning   
(Fees apply: \$300 per unit)

### Evidence Supplied (Tick all that apply ✓)

Statement of Results	Reference which can be contacted
Accredited Certificate	Resume
Subject Outline including Performance Criteria	Examples of relevant work samples
Personal Resume	Other:
Position Description	



List the details below of all units you are applying credit for

Unit name and code	Institution	Qualification	Nominal Hours	Evidence Attached

Student Declaration

All information provided by me in this form, including supporting documentation is true and correct, and I wish to apply for exemptions for the above-named units of competency. I understand that where exemptions are granted, that results in a shortening of my course, this information will be provided to the Department of Home Affairs (DHA) through PRISMS and may affect my student visa.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office use only

Application Received by	Name:	Signature:	Date:
The competencies of the above student have been reviewed and exemption for the requested units of competency has been: <input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED			
Action Taken by	Name:	Signature:	Date:



Staff Comments:

**EXEMPTION SUMMARY**

Title: Mr / Ms / Miss / Mrs

Student Name:

Student Number:

Phone:

Course Title:

Email:

Group:

Date:

**Unit/s of Competency**

**Hours**

**Fee Reduction**

**Total Fees Reduction**

Course Tuition Fees: \$ \_\_\_\_\_

Total Exemption Fees: \$ \_\_\_\_\_

Adjusted Fee Total: \$ \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_