

Application for Recognition of Prior Learning: Bachelor of Culinary Management Bachelor of Tourism and Hospitality Management

This application form will assist us in assessing your request for recognition based on completion of previous learning and life / work experience.

Recognition is a process whereby evidence is collected and a judgement is made by an assessor or assessment team against the requirements of one or more Subjects. The judgement is made on evidence provided by candidates of the skills and knowledge that they have previously learnt through work, study, life and other experiences, and that they are currently using.

The Recognition process comprises **four basic steps**, outlined below:

1. **Discuss your eligibility for credits** with the Senior Educator, Higher Education Programs, or the appropriate Department Manager.
2. **Obtain a copy of the subject guides for which you seek recognition.** These are available from the Senior Educator, Higher Education Programs.
3. **Complete all sections of the form. Attach evidence which you believe could assist your application.** This should be documentary proof which matches the subject learning outcomes - for example, previous course qualifications and results, copies of references, certificates, work samples, products, outlines of previous courses, statutory declarations. Provide certified translations of documents where necessary
4. **Submit your application to the Senior Educator, Higher Education.**

Your application will be reviewed by the Senior Educator, Higher Education and forwarded to the Board of Studies (Higher Education) for approval. You will be notified of the outcome in writing.

Section 1 – Personal details

Name of Course: _____

Student number: _____

Family name: _____

Given name/s: _____

Address: _____

Post code: _____

Phone numbers: Business hours: _____

Mobile: _____

Private: _____

Date of birth: / / International student Local Student (Please circle)

Section 2 – Industry experience

Indicate in the space below any industry experience, either full time or part time, including any voluntary or unpaid work. Attach a job description if available. Use extra paper if required. Start with your most recent job.

Employer	Type of work/job roles	Full time (F/T) or Part time (P/T)	Dates employed
Company:			From:
Address:			To:
Contact:			
Phone:			
Company:			From:
Address:			To:
Contact:			
Phone:			
Company:			From:
Address:			To:
Contact:			
Phone:			
Company:			From:
Address:			To:
Contact:			
Phone:			

Please detail any additional work experience, etc. that you think may be relevant.

Section 3 – Subjects you are seeking recognition for.

Please photocopy this section as many times as you require.

1. Subject name and code

2. Please list the examples of

- Previous qualifications or study
- life experience
- work experience
- prior learning/training

that have enabled you to achieve the skills and knowledge in the subject. (Dot point notes are satisfactory).

	Details and evidence of how you achieved the skill and knowledge – for example, references, job descriptions, results transcripts, subject outlines ...
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Where possible please attach documents to support your claims. Provide certified translations to English where applicable.

