NATIONAL RECOGNITION APPLICATION FORM

Use this form to apply for credit (national recognition) for units of competency you have already completed with another Registered Training Organisation (RTO). Please read the *National Recognition Policy and Procedure* at www.evolvecollege.com/policies first.

- Credit is given for units that are **identical** to, or listed on training.gov.au as **equivalent** to, units in your course. Other units need Recognition of Prior Learning (RPL) instead – contact Student Administration to apply.
- There is no fee for national recognition. Apply at enrolment, or before you start the units concerned.
- Email the completed form and your evidence to the Student Services team at evolve@evolvecollege.com.
- We will give you the outcome in writing within 20 business days of receiving a fully completed application. If you disagree with the outcome, you can appeal under the *Complaints and Appeals Policy and Procedure*.

Privacy: We use the information on this form to assess your application and to verify your evidence with the issuing RTO. It is kept on your student file and handled in line with our *Privacy Policy and Procedure*.

STUDENT DETAILS			
Given name/s:		Family name:	
Student ID:		Date of birth:	(dd/mm/yyyy)
USI:		Mobile:	
Email:			
Postal address:			
Course enrolled in:	☐ HLT42021 Certificate IV in Massage Therapy ☐ HLT52021 Diploma of Remedial Massage ☐ CHC51015 Diploma of Counselling		

Evolve unit you want credit for (code and title)	**Unit you completed (code and title)**	**Issuing RTO (name and RTO code)**	**Year completed**

Attach extra pages if needed.

EVIDENCE ATTACHED (tick one or more)
☐ My authenticated VET transcript from the Student Identifiers Registrar (download it from your USI account at www.usi.gov.au) ☐ I give Evolve College permission to view my USI transcript (you will receive a request through your USI account) ☐ A certified copy of my Statement of Attainment ☐ A certified copy of my qualification testamur **and** Record of Results (academic transcript) Copies must be certified by a person authorised to witness a statutory declaration in your state or territory.

DECLARATION	
By signing below, you declare that:	1. I have read and agree to the *National Recognition Policy and Procedure*. 2. The information on this form and in all attached documents is true and correct, and the evidence relates to study I completed myself. 3. I understand that incomplete evidence will not be processed and that Evolve College will verify my evidence with the issuing RTO. 4. I consent to my information being made available to Commonwealth and State agencies for registration or compliance audits, as required by law.
Signature:	
Date:	_____ / _____ / _____

OFFICE USE ONLY	
Date received (complete):	_____ / _____ / _____ Outcome due (20 business days): _____ / _____ / _____
Evidence complete:	☐ YES ☐ NO – still required: _____
Verification:	☐ RTO scope checked on training.gov.au ☐ Authenticity confirmed (USI or issuing RTO)
Result by unit:	Credit granted for: _____ Credit refused for (with reasons): _____
Recorded:	☐ Student database ☐ National Recognition Register ☐ Student file
Outcome sent in writing:	_____ / _____ / _____
Assessor name and signature:	

Version V26.01. Approved November 2026. Next review: November 2027. Replaces V18.01.
Related documents: National Recognition Policy and Procedure, Complaints and Appeals Policy and Procedure, Privacy Policy and Procedure.