**Appeals against recognition of prior learning, recognition of current competency and credit transfer Appeals Committee**

## SECTION A - APPLICANT DETAILS

|  |  |
| --- | --- |
| Full Name:  |       |
| Email:  |       | Mobile: |       |
| Unique Student Identifier (USI) Number (if have one):  |       |
| School/Employer:  |       |

**Please read in conjunction with Section D - Information prior to completing this form**

**IMPORTANT INFORMATION**

1. The email address supplied on this form will be used for all correspondence related to your appeal. If you wish to update/change your address, telephone number and/or emergency contact information held by Fluid Maintenance Australia please email hr@fma.net.au
2. When appealing a Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) or credit transfer decision, this form must be completed and submitted within 20 working days of notification of the decision.
3. Read the Fluid Maintenance Australia RTO-TA-PO001 Training & Assessment Policy
4. Appeals will only be heard where the relevant Training Manager (or nominee) is satisfied that your application meets one of the grounds for appeal. (Refer to Section B).
5. Advice regarding the RPL process may be sought from Fluid Maintenance Australia.

## SECTION B - APPEAL INFORMATION

|  |  |
| --- | --- |
| Unit of Competency / Course Name:  |       |
| You must: |
| \* Provide a copy of your original application and the outcome advice |
| \* Indicate the reason/s for your appeal  |
| \* Provide a detailed account in support of your appeal |
| \* Attach copies of any supporting documentation you wish the committee to consider |
| \* Include a list of all documents you have included |
| \* Lodge this form no later than 20 working days from the date of notification of the decision |
| You can only appeal if you can provide evidence that you have the grounds of appeal as specified in the RPL procedure |
| *If space is insufficient, please attach additional page/s and write 'see attached' in this section.* |

## SECTION C – STUDENT DECLARATION

I declare the information provided in this application is accurate and I have read and understood the information relating to the appeals process.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## SECTION D – INFORMATION

Students may use this form to appeal the outcome of an recognition of prior learning (RPL) for one or more courses. In order to appeal you must first have followed the process outlined below;

**Review of RPL decision**

If you wish to appeal against an RPL decision, you must first seek a review of the decision with Fluid Maintenance Australia. A formal appeal must be submitted within 30 working days of the notification of outcome. You must complete the review stage within this time or you will miss the appeal deadline.

**Important Note**

The Training Manager/(or nominee) will decide whether the application satisfies the eligibility criteria defined in the relevant policy to determine whether the appeal can proceed.

1. Where the eligibility criteria are deemed to have met the Training Manager (or nominee) will approve the request and arrange for a hearing of the Appeals Committee.
2. Where the eligibility criteria are deemed not to have been met the Training Manager (or nominee) will deny the request and advise the student accordingly, including the reasons for the determination. This communication will also advise the student of their right to seek a review of the decision with the Ombudsman of Western Australia.

**Ask Fluid Maintenance Australia (FMA)**

Please contact FMA if you have any questions

hr@fma.net.au

**Checklist**

**[ ]** I have sought or attempted to seek a review with FMA and I have attached documents to demonstrate this

[ ]  I have met the grounds for appeal (page 1) and addressed these in my submission.

[ ]  I have attached copies of all my supporting documentation, including a list of documents.

**Submitting your Application**

Send your completed application and any supporting documentation to:

Fluid Maintenance Australia

15 Chullora Bend

Jandakot WA 6164

admin@fma.net.au

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