Letter of Attestation

First name:..........................................................................................................................................

Last name:..........................................................................................................................................

Rank:..................................................................................................................................................

The applicant listed above has applied for admission to the Bachelor of Training and Development (BTrng Dev) or Bachelor of Organisational Leadership (BOrgLead) at the University of New England, Armidale. Both degrees are offered at third year entry only and therefore require an attestation of recognised prior learning.

Either course requires documentary evidence that this applicant holds, at a minimum, a recent two-year full-time university-level qualification or the comparable equivalent of two year’s full-time study in relevant professional training and educational activities.

**Applicant - Please attach all documentary evidence** to support your application for study at the University of New England. Please ensure that each relevant document equates to the terms of RPL (see below).

**Entry Requirements**
A candidate shall have had prior administrative work experience in order to be considered eligible. Entry into the BTrngDev requires a two-year qualification or its equivalent. Entry into the BOrgLead requires a two-year qualification or its equivalent and at least three years relevant work experience.

**Recognised Prior Learning (RPL)**
The admission guidelines for entry are: one year of full-time study or equivalent at a recognised institution = 1 year; two years of full-time study or equivalent at a recognised institution = 2 years; Certificate IV (AQF 4) = 0.5 year; Diploma (AQF 5) eg Frontline Management = 1 year; Advanced Diploma = 1.5 years; relevant professional development activities (applicant is required to provide a portfolio of evidence and a summary of face-to-face and other hours) - 600 hours = 0.5 year; 1200 hours = 1 year; 2400 hours = 2 years;

This letter of attestation verifies that the above applicant meets or exceeds the entry requirements for the BTD or BORGL at the University of New England. I hereby request that the applicant be awarded 96 credit points of advanced standing.

Signed:................................................................. Date:.................................................................

(Print clearly) Rank/Position:.................................................................

Name:..............................................................................................................

Phone:...............................................................Email:........................................................................