Application for Academic Credit or Recognition of Prior Learning (RPL).

The maximum recognition allowable is 2 units of a 4 unit course (50% of the total credit point requirement for that course).

For an application for Academic Credit or Recognition of Prior Learning to be considered, you need to:

- complete an Application ACER3112 for Academic Credit or Recognition of Prior Learning (RPL);

- attach evidence of previous relevant formal study to support the application for Academic Credit – eg, documentation outlining previous studies (Unit/Course outline); certified transcript of the results attained; a chart showing alignment between the level and outcomes of the previous study and those of the Unit for which Academic Credit is sought;

- attach evidence of prior learning and experience relevant to support the application for RPL including evidence of practice that demonstrates knowledge and skills – eg. statement of level of knowledge and how this knowledge has been acquired and how it is evidenced in current educational practice, video evidence of teaching practice relevant to a demonstration of knowledge and skills supported by data on Student achievement as a direct result of the application of specific and relevant knowledge; a chart showing alignment between the level and application of knowledge and those of the Unit for which RPL is sought;

- pay an administration fee of $150 for the processing of the application.

For Students who have completed the same or similar non-award Units through ACER as part of the pilot program before the Course was accredited, the following procedures will apply:

- complete an Application for Academic Credit or RPL Form ACER3112;

- attach a transcript of the Units completed and the results attained;

- pay an administration fee of $15 for the processing of the application.

Normally Academic Credit will not be granted for studies completed more than 10 years prior to the application.

If it is found that a candidate has made false claims on their application or supporting documentation, the candidate's enrolment will be cancelled immediately. The matter may also be reported to the police or other agency.

References: ACER PP3110 Course Rules (5) and ACER PP3112 Academic Credit or Recognition of Prior Learning (RPL) Policy.

PART 1 Cover sheet   *Form No: ACER3112*

Student information

Surname: First name:

Student No.:   Date of birth:

Address:

Phone: (work)

Phone: (home)

Phone: (mobile)

Course name:
e.g Graduate Certificate of Education (Assessment of student learning)

Unit name:

Declaration and signature (to be signed on completion)

I declare that all claims made in this document and in the evidence presented (attached) is true and correct, and reflects my actual experience and prior learning.

Signature: Date:

Office use only

Institute admin. contact name: Phone:

Date received from student:

Date forwarded to assessor:

Date returned by assessor:

RPL registration no:
(as per Institute RPL Register)

PART 2 Evidence of claim for recognition of prior learning

Student Name:

Course:

Student information

Evidence supplied for Unit listed below: [Please list the evidence that you have supplied. Attach all evidence listed on this form.]

Unit Name:

Learning Outcomes (as defined in Unit Guide)	Evidence of prior learning/achievement of this Learning Outcome (list attached evidence – transcripts of academic records/evidence of practice)

Assessor information
Application must be registered with Institute Administration before processing

Student Name:

Unit Name:

Learning Outcome	Evidence meets requirements. **S** = Satisfactory; **U** = Unsatisfactory. (If "Unsatisfactory", reason must be documented).	
	S/U	Comment/Reason

Assessor recommendation:

RPL: ☐ Yes ☐ No

Assessor comments:
(Overall comments)

Assessor Signature: Date: