



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

Granting Academic Credit/Recognition of Prior Learning (RPL) recognises that an applicant has a sufficient basis of prior knowledge, understanding and skills to achieve the learning outcomes for the AQF level in the time specified.

The maximum recognition allowable is 2 units of a 4-unit Course, or 50% of the total credit point requirement for a Course of study with 8 or more Units.

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

- Refer to ACER PP3112 Academic Credit and RPL Policy to establish your eligibility;
- Complete this application form online, save it, using your surname as part of the document title, and email (along with any attachments) to: [courses@acer.org](mailto:courses@acer.org)

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.

Any Academic Credit/RPL granted applies only to the specified qualification for which it is granted, and cannot be transferred to a different qualification without re-applying. Academic Credit/RPL will be granted for whole Units only (not part of a Unit).

ACER will not charge a fee for the first application for Academic Credit and RPL, however subsequent applications will be charged an administration fee of \$150.

Type of learning	What you can apply for
Formal learning: Learning completed as part of an accredited qualification	Academic Credit
Non-formal learning: Learning through a structured program that is not part of an accredited qualification, for example, professional development courses offered by an employer	Recognition of Prior Learning
Informal learning: Learning that is not part of a structured program but is acquired through work or life experience, for example skills acquired through work or volunteering	Recognition of Prior Learning

**Student information**

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Student No.: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: (work) \_\_\_\_\_

Phone: (home) \_\_\_\_\_

Phone: (mobile) \_\_\_\_\_

Course name: \_\_\_\_\_

e.g., Graduate Certificate in Education (Assessment of Student Learning)

Unit name(s): \_\_\_\_\_

**Declaration and signature (to be signed on completion), a digital or electronic signature will be accepted. Course and Unit details are available on the ACER website [www.acer.org/au/professional-learning/postgraduate](http://www.acer.org/au/professional-learning/postgraduate)**

I declare that all claims made on this form 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: \_\_\_\_\_

Date RPL entered into SMS: \_\_\_\_\_

Number on Institute RPL Register if applicable: \_\_\_\_\_



**Office use only**

**Name of Assessor**  
Application must be registered with ACER Institute administration before processing

**Student Name:**

**Unit Name(s):**

Learning Outcome	Evidence meets requirements. <b>S</b> = Satisfactory; <b>U</b> = Unsatisfactory. (If “Unsatisfactory”, reason must be documented).	
	S/U	Comment/Reason

**Assessor recommendation:**

RPL  Y  N

Assessor comments:  
(Overall comments)

Assessor Signature: \_\_\_\_\_ Date: \_\_\_\_\_