



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

Granting Academic Credit/Recognition of Prior Learning 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).

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

- Refer to PP3112, Academic Credit and RPL Policy to establish your eligibility;
- Complete this application form in full.

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 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 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/ 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.: _____ 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)

