

Recognition of Prior Learning (Higher Education) Information Sheet for Students



Application Information

The following information is provided to assist enrolled or prospective students to make a successful application for Recognition of Prior Learning (RPL) and Credit Transfer. All students are advised to read this information carefully prior to completing and submitting their application for recognition.

Prospective students will need to resubmit applications for Credit Transfer if they fail to enrol at Victoria University within 12 months of receiving notice of approved credit.

Please note that the award of credit or exemption for RPL may disadvantage you in terms of meeting the requirements for membership of professional bodies (e.g the accounting professional bodies have rigid requirements for the granting of credit and/or advanced standing) and/or Federal Government requirements applicable to international students. Contact the relevant Course Coordinator for further details.

Students should first determine if an approved pathway is currently offered by Victoria University. Information about approved pathways can be found at: <http://wcf.vu.edu.au/Pathways>. If a Pathway does exist, students only need to complete Section 1: Personal Details and Section 3: Evidence to Support Claim for Credit Transfer of the attached Application Form.

General information about Recognition is available from:

- Faculty Handbooks. Handbooks are available at: <http://www.vu.edu.au/Courses/Handbooks/index.asp>
- Orientation sessions / enrolment sessions and Open Days
- Undergraduate and Postgraduate International Course Guides (eligibility, and DIMIA requirements)
- Victoria University Central Policy Register <http://wcf.vu.edu.au/GovernancePolicy/> (for policy and procedures for the process).

Submission Details

Onshore Students

- If you are an onshore enrolled student (local or international) or prospective Australian student your completed application and attachments should be submitted in person to the relevant Faculty Office or mailed to the appropriate address below.

Address application to: Faculty of Arts, Education and Human Development (St Albans) Recognition Application P.O Box 14428 Melbourne City 8001	Address application to: Faculty of Business and Law (Footscray Park) Recognition Application P.O Box 14428 Melbourne City 8001	Address application to: Faculty of Health, Engineering and Science (Footscray Park) Recognition Application P.O Box 14428 Melbourne City 8001
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Prospective International (onshore or offshore) Students

- If you are a prospective international student (onshore or offshore) please lodge your application and attachments with Victoria University International.

Address application to: Victoria University International Recognition Application P.O Box 14428 Melbourne City 8001, Australia

International offshore enrolled Students

- If you are an international offshore student currently enrolled in a Victoria University course with an offshore partner, please lodge your application and attachments directly with the **partner institution**.

Submission Dates

For each semester the final date for credit transfer claims will be the **end of the second week of classes**. Students are advised, however, to submit their claims in accordance with the following timelines.

ONSHORE: SEMESTER 1 – ON OR BEFORE THE LAST FRIDAY OF FEBRUARY
SEMESTER 2 – ON OR BEFORE THE LAST FRIDAY IN JULY

OFFSHORE: AT TIME OF ENROLMENT

Please Note:

- Under normal circumstances applications may take up to three (3) weeks to process. It is therefore in your interest to submit your completed application as early as possible.
- When planning for RPL, students are advised to consider the whole course when putting a case for credit transfer together.
- If you are currently enrolled in the unit(s) for which you are seeking credit, you should consult your Course Coordinator about your enrolment BEFORE the census date for that academic period.
- The University will advise you of the outcome of your application in writing. Australian students should be aware that the granting of academic credit could affect study load and therefore eligibility for Austudy or Abstudy.
- If you are an onshore international student you need to check with Victoria University International that your visa status is not put at risk by the granting of academic credit. Refer to <http://www.vu.edu.au/international/>.
- Please ensure that you keep a copy of your application and all supporting documentation.
- Australian students in receipt of Centrelink payments must notify Centrelink of any changes in their study load as a result of a successful RPL/Credit Transfer application.

Claim for Credit Transfer

Notes:

Before completing Section 2 of the Recognition of Prior Learning (Credit) Application you are advised strongly to use the following steps:

1. Look at the whole course structure of the VU course for which you seek credit transfer.
2. Look at each individual Unit of Study (subject) in the selected VU course structure.
3. Compare the unit synopsis of the VU unit with the unit descriptions of your prior studies. Use Section 2 to list those VU compatible units for which credit is being claimed.
4. If electives are available in the VU course, you may apply for 'general electives' if you cannot match your studies exactly. You may need to contact the relevant Course Coordinator for clarification/assistance.

Evidence to support claim for credit

In submitting your application you **must** complete Sections 1 and 2 as well as attaching to Section 3 all relevant evidence based information. Please ensure that each attachment provides clear evidence to support your claims made in Section 2.

Evidence should be a close match with the learning outcomes/objectives for the unit(s) of study/syllabus for which recognition is sought. Each piece of evidence should be clearly identified and numbered as an attachment and can be under the heading of **prior credentialed learning** and/or **other (experiential) learning** (eg. work/life experience).

Prior Credentialed Learning

Credentialed evidence concentrates on formal learning and how this directly relates to your application for RPL, this could include:

- A list of qualifications including academic transcripts or certificates for any non-award training/adult education courses. Please also provide certified copies of an extract from the handbook relevant to your unit(s) of study details.
- Overseas or private university certified copies of academic study must be provided from the appropriate government body/professional association recognised in Australia for onshore students or an equivalent authority for students studying at an offshore site. Documents in languages other than English must be accompanied by an English translation. The translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) or an equivalent body for offshore students.

Other Learning (Experiential)

Experiential learning relates to non-formal learning and experience that relates to the unit(s) of study for which recognition is being sought. The claim for credit transfer may draw upon:

- An employment history detailing position descriptions and letters of support from immediate supervisors.
- Certificates received from voluntary or work organisations.
- Awards and prizes.
- Other achievements.
- Contributions to the community or activities that are relevant to the selected course of study.

Please ensure that you complete Sections 1, 2 and 3 in the following Recognition of Prior Learning (Credit) Application.

RECOGNITION OF PRIOR LEARNING (CREDIT) Application (Higher Education) – A04

This form is to be used by enrolled and prospective students of the University who consider that they have undertaken previous formal study, work experience or various types of experiential learning that satisfies the learning outcomes/objectives of one or more units of study. Eligibility for Recognition of Prior Learning will be determined on the evidence supporting the claim for credit.

Section 1: PERSONAL DETAILS

Please write in BLOCK LETTERS

RPL Reference Number	OFFICE USE ONLY	Student ID Number	
Are you an International Student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, name Country	
Are you applying via an Approved VU Pathway?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Enter Pathway Code. Check Pathway Code at http://wcf.vu.edu.au/Pathways/ and only complete Section 1 and Section 3 on Page 7.	

YOUR DETAILS

Family name	
Other names	

YOUR MAILING ADDRESS for notification of outcome

Is this a change of address? (Y/N) If Yes, please also submit a *Personal Details Amendment* form <http://www.vu.edu.au/library/pdf/PersDetails.pdf>

Street number and name	State	
Suburb/Town	Postcode	
Country (if not Australia)	Daytime or Mobile Phone number	

YOUR COURSE DETAILS

Present course of study			
Course code		Site	

INTERNATIONAL ONSHORE STUDENTS

As an enrolled International onshore student if my study load falls below the standard full time study load I must attach a completed Application for <i>Reduced Study Load or Overload for International Students</i> . (Enrolled Students Only). Applications available at: http://www.vu.edu.au/library/pdf/Form - Reduced Study Load.pdf	Completed and attached <i>Reduced Study Load or Overload for International Students</i> Application: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Your Privacy

Victoria University is committed to protecting and maintaining the privacy, accuracy and security of your personal information and complies with the University's published privacy policies, commitments, guidelines and procedures, which conform to and support all privacy obligations that bind the University. Full details of Victoria University's Privacy Policies can be viewed on the Internet at www.vu.edu.au.

I declare that the information provided in this application is true and correct.

Student's Signature: **Date:**

COURSE COORDINATOR TO COMPLETE – APPROVED VU PATHWAY	
Approval for recognition is granted on the basis of an approved pathway. Evidence attached <input type="checkbox"/> Yes <input type="checkbox"/> No	
Pathway Code:	Course Code: Date: ____/____/____
Course Coordinator Name:	Signature:

Section 2: CLAIM FOR CREDIT

STUDENT ID: _____ NAME: _____

Please provide the *Code* and *Title* of the VU Program / Course you are applying for Credit Transfer (list below)

FULL PROGRAM / COURSE CODE	FULL PROGRAM / COURSE TITLE

Have you previously applied for Credit Transfer in the above listed program/course? No Yes if Yes, were you successful? No Yes

Please provide the *Code* and *Title* of the VU Unit(s) of Study you are applying for Credit Transfer (list below)

STUDENT TO COMPLETE				SCHOOL TO COMPLETE	
VU Unit of Study Code	VU Unit of Study Title	Grounds for Claim attach details in Section 3 (eg unit(s) studied elsewhere)	Previous Study Please provide details of previous study	Unit or Course Coordinator Recommendation (please tick appropriate box)	Recognition Committee Approval
		Previous Study Credentialed (SE) <input type="checkbox"/> → Other Learning Experiential (SRH) Paid work <input type="checkbox"/> ↓ Life experience <input type="checkbox"/> ↓ Voluntary work <input type="checkbox"/> ↓ → Please provide details of credentialed and other learning on Page 6 and attach details in Section 3.	Previous Unit of Study Code: Previous Unit of Study Title: Institution where completed: Date of Completion: ____/____/____	Granted <input type="checkbox"/> Type of Credit: Core <input type="checkbox"/> Elective <input type="checkbox"/> Not recommended (give reason below) Further evidence required <input type="checkbox"/> Does not satisfy UoS outcomes <input type="checkbox"/> Other Name: Signature: Date: ____/____/____	Approved <input type="checkbox"/> Not approved <input type="checkbox"/> Committee Chair to Sign Name: Signature: Date: ____/____/____
		Previous Study Credentialed (SE) <input type="checkbox"/> → Other Learning Experiential (SRH) Paid work <input type="checkbox"/> ↓ Life experience <input type="checkbox"/> ↓ Voluntary work <input type="checkbox"/> ↓ → Please provide details of credentialed and other learning on Page 6 and attach details in Section 3.	Previous Unit of Study Code: Previous Unit of Study Title: Institution where completed: Date of Completion: ____/____/____	Granted <input type="checkbox"/> Type of Credit: Core <input type="checkbox"/> Elective <input type="checkbox"/> Not recommended (give reason below) Further evidence required <input type="checkbox"/> Does not satisfy UoS outcomes <input type="checkbox"/> Other Name: Signature: Date: ____/____/____	Approved <input type="checkbox"/> Not approved <input type="checkbox"/> Committee Chair to Sign Name: Signature: Date: ____/____/____

Section 2: CLAIM FOR CREDIT

STUDENT ID: _____ NAME: _____

STUDENT TO COMPLETE				SCHOOL TO COMPLETE	
VU Unit of Study Code	VU Unit of Study Title	Grounds for Claim attach details in Section 3 (eg unit(s) studied elsewhere)	Previous Study Please provide details of previous study	Unit or Course Coordinator Recommendation (please tick appropriate box)	Recognition Committee Approval
		Previous Study Credentialed (SE) <input type="checkbox"/> → Other Learning Experiential (SRH) <input type="checkbox"/> Paid work <input type="checkbox"/> ↓ Life experience <input type="checkbox"/> ↓ Voluntary work <input type="checkbox"/> ↓ → Please provide details of credentialed and other learning on Page 6 and attach details in Section 3.	Previous Unit of Study Code: Previous Unit of Study Title: Institution where completed: Date of Completion: ____/____/____	Granted <input type="checkbox"/> Type of Credit: Core <input type="checkbox"/> Elective <input type="checkbox"/> Not recommended (give reason below) Further evidence required <input type="checkbox"/> Does not satisfy UoS outcomes <input type="checkbox"/> Other Name: Signature:..... Date: ____/____/____	Approved <input type="checkbox"/> Not approved <input type="checkbox"/> Committee Chair to Sign Name:..... Signature: Date: ____/____/____
		Previous Study Credentialed (SE) <input type="checkbox"/> → Other Learning Experiential (SRH) <input type="checkbox"/> Paid work <input type="checkbox"/> ↓ Life experience <input type="checkbox"/> ↓ Voluntary work <input type="checkbox"/> ↓ → Please provide details of credentialed and other learning on Page 6 and attach details in Section 3.	Previous Unit of Study Code: Previous Unit of Study Title: Institution where completed: Date of Completion: ____/____/____	Granted <input type="checkbox"/> Type of Credit: Core <input type="checkbox"/> Elective <input type="checkbox"/> Not recommended (give reason below) Further evidence required <input type="checkbox"/> Does not satisfy UoS outcomes <input type="checkbox"/> Other Name: Signature:..... Date: ____/____/____	Approved <input type="checkbox"/> Not approved <input type="checkbox"/> Committee Chair to Sign Name:..... Signature: Date: ____/____/____
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Please note: if you require more space to make your claim, photocopy/print this page.

Section 2: CLAIM FOR CREDIT

STUDENT ID: _____ NAME: _____

Summary of Prior Credentialed (Formal) Qualifications

Name of Qualification	Institution where qualification completed / attempted	Country / State where qualification completed / attempted	Date commenced qualification (dd/mm/yyyy)	Date completed qualification (dd/mm/yyyy)

Other Learning (eg. paid work)

Please note that in some circumstances the granting of credit may disadvantage you in terms of the requirements for membership of professional bodies (e.g the accounting professional bodies have rigid requirements for the granting of credit and/or advanced standing) and/or Federal Government requirements applicable to international students. Contact the relevant Course Coordinator for further details.

Employment History

Name of Company	Country / State	Dates worked (from – to) dd/mm/yyyy – dd/mm/yy	Position and duties

Other Learning (eg. life experience, voluntary work etc)

If this category has been selected for credit transfer, you need to attach evidence that addresses the following questions in order to demonstrate the relationship of your respective experiences to the program/course.

1. In your opinion, what skills and knowledge have you acquired that relates to this program/course?

2. What type(s) of non-credentialed programs/training/study have you undertaken and experience acquired since leaving school relevant to this application?

Section 3: EVIDENCE TO SUPPORT CLAIM FOR CREDIT TRANSFER

Please note

- You are requested to attach to this cover sheet **ALL** relevant evidence to support your claim for credit transfer as detailed in Section 2 of this application.
- This application will be assessed based on the type of evidence supplied.
- If an exemption(s) is granted this will be recorded on your academic record.
- If an exemption(s) is not granted there **may** be a request for further evidence.
- You will be notified in writing on the outcome of your application.

Certified Copies of Relevant Qualifications

Students must provide certified copies of qualifications and Unit(s) of Study/Syllabus information. Do not send original documents. A photocopy of an original document can be certified (signed and dated) as a true copy of the original document by an authorised person (i.e. Justice of the Peace, police officer, doctor, accountant, school principal, bank manager etc.). This person must sight both the original and the photocopy. You may be asked to show the original documents at a later stage.

Please note: Your former Institution(s) and/or current/former employer(s) may be contacted in the interest of soliciting further information and/or clarification of your claim for Recognition of Prior Learning (RPL).

Types of Credit

Credit towards a VU award may be given for assessable learning outcomes achieved through formal and/or informal learning, work-related experience and/or life experience to an extent that is consistent with maximising student progress while maintaining established academic standards.

An applicant may seek credit for continuing education programs. Such credit may be granted where learning outcomes relevant to the award course can be demonstrated and/or where faculties have arrangements for the automatic granting of credit for designated continuing education programs.

Currency

In determining where credit may be granted, the University must be confident of the currency of the applicant's knowledge. In fields where practice and technology are changing rapidly, credit may not be granted where knowledge has become dated.

List of Attachments

Please list the attachments below and ensure that all supporting evidence is securely attached and numbered.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____