

# Application for Course Credit in Recognition of Prior Learning

## Important Information

This form applies to prospective and current students (domestic and international) who request course credit towards a course of study at Macleay College in Recognition of Prior Learning (RPL). It should be read in conjunction with the following policies which can be found at Enrolment Resources section of the college website and the myHandbook section of Moodle via <http://my.macleay.edu.au/>:

- Course Credit in Recognition of Prior Learning Policy
- Admissions Policies for Domestic and International Students
- Academic Progression Policy
- Grievance & Appeals Policy

International students on a student visa should be aware that receiving course credit for four or more units may affect the duration of their course of study and therefore the length of their student visa. Any changes to the duration of the course of study as a result of course credit will be reported to the Department Immigration and Border Protection (DIBP) via PRISMS in accordance with Standard 9 of the National Code 2007. To check the conditions of a student visa please visit the DIBP website at <https://www.border.gov.au/>.

The maximum number of units for which exemption may be granted is 50% of the total credit points for the course of study.

## Grounds for Approval

RPL is an assessment process used to determine the extent to which a student has achieved the required learning outcomes to receive credit towards to some units of a course of study at Macleay College, one of the following grounds:

- to gain admission into or credit towards a Macleay College higher education award
  - completed VET course up to Certificate IV (admission only)
  - completed university subjects or courses
  - completed TAFE subjects or courses at diploma or higher
  - completed accredited diploma or higher
  - completed courses outside a recognized tertiary provider
  - relevant industry experience to meet learning outcomes
- to articulate as a Macleay diploma award graduate into a Macleay College bachelor degree course of study having passed all twelve units in the diploma award course

## The Application Process

A prospective or current student wishing to apply for RPL to gain admission and/or course credit must submit this 'Application for Course Credit in Recognition of Prior Learning' to the Office of the Registrar, and attach the following supporting documentation:

- Academic transcript(s) of previous courses of study including year completed, subjects and grades attained
- Unit outlines and/or course description including information on learning outcomes
- Proof of the number of teaching hours and study hours

## Lodging the Application Form

You can lodge your completed application to the Registrar by one of the following means:

- In person: On campus if presenting supporting documentation as originals to be certified as copies by Macleay
- By email: [registrar@macleay.edu.au](mailto:registrar@macleay.edu.au) if presenting supporting documentation as copies certified by a Justice of the Peace

Your completed application must be received by the Registrar ten working days prior to the Commencement Date and no later than the Census Date for diploma courses, and ten working days prior to the Commencement Date for bachelor courses. Applications received after these dates will only be considered for the following intake.

Macleay College will sign and return this front instructional sheet as proof of submission. It is recommended you take a copy of your completed application for your records. Macleay College is not responsible for taking or providing the applicant with a copy at the time of the completeness check.

## Assessment & Notification of Outcome


On receipt of a completed application, Macleay College will assess the request in accordance with the college *Course Credit for the Recognition of Prior Learning Policy* and any associated policies and advise the applicant of the outcome in writing.

If the application is approved, the applicant will receive a Confirmation of Course Credit letter confirming any course credit(s) to be granted. It is the applicant's responsibility to sign and return the letter acknowledging their acceptance of the course credit(s) and any subsequent changes to your enrolment. The course credit(s) will not be applied until a signed copy of the letter is received by the Office of the Registrar. Once the changes to enrolment have been processed, a new course map will be issued. If the granting of course credit(s) affects the course duration for an international student, the change will be reported to DIBP via PRISMS in accordance with the requirements of Standard 9 of the *National Code 2007*.

If the application is denied, the applicant will be issued a Refusal of Course Credit Letter advising the reasons for denying their application and their right to appeal the decision. Applicants wishing to make an appeal should refer to the college *Grievance & Appeals Policy* which can be found in the Student Handbook.

## Privacy Statement

Macleay is committed to the protection of privacy in accordance with the *Privacy Act 1988*. Macleay collects, stores and uses personal information only for the purposes of administering student admissions, enrolment and education. All information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal and regulatory compliance requirements of Macleay as a higher education provider. For more information on our approach to privacy, please refer to our Privacy Policy in the Student Handbook.

<b>LODGEMENT RECEIPT</b>	
received by Macleay as a complete application for assessment	
<b>Macleay:</b> 	<b>Date:</b>  <b>Name:</b>
<b>Student Number:</b>	

**Please retain this copy as proof of submission**

# Application for Course Credit in Recognition of Prior Learning

this form applies to prospect and current domestic and international students requesting course credit for admission or articulation into a Macleay College course of study in Recognition of Prior Learning (RPL)

Personal Details	I am a Domestic Student	I am an International Student
Macleay College Student Number:	Family Name:	Date of Birth (dd/mm/yyyy):
Address:	Given Name(s):	Title: Mr Mrs Miss Ms Dr
	Macleay College Email Address:	Contact Telephone Number:

Course Details
Your Course of Study at Macleay College:

## Previous Studies for RPL Application

### PART A

Institution Name:	Course Name:	Did you complete the course? Yes No
Institution Name:	Course Name:	Did you complete the course? Yes No
Institution Name:	Course Name:	Did you complete the course? Yes No

### PART B



Turn to page 3 to list the units studied within the above course(s) for which course credit is sought.


### PART C

Turn to page 4 to demonstrate how the outcomes of the previous units of study match the Macleay outcomes for which credit is sought.

 *Macleay diploma graduates seeking to articulate into the corresponding bachelor degree award course do not need to complete Part C*

## Student Declaration

Have you attached the relevant supporting documentation (refer to the instruction sheet to this form for attachment requirements):	
<p>Academic transcript(s) of previous courses of study including year completed, subjects and grades received</p> <p>Unit outlines and/or course description including information on learning outcomes</p> <p>Proof of the number of teaching hours and study hours</p>	
 <i>Please note your application will not be deemed complete or assessed until this documentation is provided.</i>	
I declare that the information provided by me is true and correct. I have read and understood the information contained on this form, at the <b>Course Credit for Recognition of Prior Learning Policy</b> as published at the college website and the myHandbook section of the myMacleay Student Portal (Moodle) accessed via <a href="http://mymacleay.edu.au/">http://mymacleay.edu.au/</a> .	
	Date Signed (dd/mm/yyyy):

MACLEAY COLLEGE OFFICE USE ONLY:		
<input type="checkbox"/> Application Checked for Completeness by Registrar	<input type="checkbox"/> Complete Application to HoF or Nominee for assessment Date:	<input type="checkbox"/> HoF or Nominee Assessment Completed Date:
<input type="checkbox"/> Approved Course Credit Letter issued by Registrar	<input type="checkbox"/> Signed Approved Course Credit Letter returned by Student Date:	<input type="checkbox"/> Paradigm Updated (Date):
<input type="checkbox"/> Refused Course Credit Letter issued by Registrar	<input type="checkbox"/> Application, Assessment & Outcome Notification in Student File	<input type="checkbox"/> Closed (Date):
Staff Name:		Date Signed: (dd/mm/yyyy):



## Previous Studies for RPL Application

### PART C

**i** This section is not applicable to Macleay diploma graduates seeking to articulate into a corresponding bachelor degree course

Demonstrate how the outcomes of previous units of study undertaken match the outcomes of the Macleay units for which credit is sought.

1. In the left-hand column, list the learning outcomes from the Macleay unit for which credit is sought. These should be taken from the most recent unit outline. If you are a prospective student, please contact the Office of the Registrar to obtain a copy of the unit outline(s).
2. Against each specific Macleay Learning Outcome listed (in the left hand column), identify the matching outcome from the previous unit of study or work undertaken work and how you have met the Macleay outcome for the unit (with reference to attachments) and therefore should be granted credit and the grade of Advanced Standing.
3. You may attach any additional supporting documentation (other than the pre-requisite attachments) that you feel demonstrates how you have met the Macleay outcome. The attachments should be clearly identified and attached to this form when submitting.

**This page should be copied and completed for each Macleay unit for which credit is being sought.**

<b>Name of the Macleay Unit</b> (for which credit is being sought):	
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<b>Macleay Learning Outcomes in the Unit Outline</b>	<b>Corresponding Learning Outcome in Previous Unit(s) of Study</b>
a.	
b.	
c.	
d.	
e.	
f.	
g.	
h.	