

## Course Credit in Recognition of Prior Learning Application Form

### Important Information

This form applies to prospective and current students (domestic and international) who request course credit towards a course of study at Collarts in Recognition of Prior Learning (RPL). It should be read in conjunction with the following policies:

- Recognition of Prior Learning for Admission or Course Credit Policy
- Monitoring Academic Progression Policy
- Admissions Policies
- Grievance & Appeals Policies

International students on a student visa should be aware that receiving course credit for recognition of prior learning 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 of Home Affairs (DHA) via PRISMS in accordance section 19 of the ESOS Act. To check the conditions of a student visa please visit the DHA website at: <https://www.homeaffairs.gov.au> or call 131 881.

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 of the Application Request

RPL is an assessment process used to determine the extent to which a student has achieved the required learning outcomes to receive credit towards some units of a course of study at Collarts.

To receive credit towards a Collarts higher education award evidence for one or more of the following must be provided.

- completed university subjects or courses
- completed TAFE or VET subjects at a Diploma level or higher
- completed an accredited Certificate IV or higher
- relevant industry experience to meet learning outcomes

### 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' form and attach at least one or more of the following supporting documentation:

- Official academic transcript(s) of previous courses &/or units of study
- Unit outlines and/or course description including information on learning outcomes
- Proof of the number of teaching hours & study hours
- Resume, evidence of work, portfolio etc

The above supporting documentation should be attached to the completed form as either copies certified by a Justice of the Peace or presented as originals to Student Services who will copy and witness the documents as true copies, returning the originals to the student. Collarts will only consider an application complete and eligible for assessment if it has been signed and the above documentation attached.

Your completed application must be received by Student Services ten working days prior to the trimester commencement date and no later than the trimester Census Date. Any applications received after the Census Date will only be considered for the following trimester.

### Assessment & Notification of Outcome

On receipt of your completed application, Collarts will assess the request in accordance with the college 'Recognition of Prior Learning for Admission & Course Credit Policy' and advise you of the outcome in writing within ten working days (or fifteen working days in peak admission and enrolment times).

If the application is approved, the student will receive an Approval of RPL email confirming any course credit(s) to be granted. Once the changes to enrolment have been processed, a new timetable will be issued (if applicable). If the granting of course credit(s) affects the course duration for an international student, the change will be reported to be reported to the Department of Home Affairs (DHA) via PRISMS in accordance section 19 of the ESOS Act.

If the application is denied, the student will be issued a Refusal of RPL email advising the reasons for denying their application and their right to appeal the decision. Students wishing to make an appeal should refer to the college Grievance & Appeals Policies which can be found in the Student Handbook and accessed via the FAQs section of the college website (students can also access via the MyCollarts student portal at <http://mycollarts.edu.au/login/index.php>).

The application, assessment decision and outcomes will be saved to the student file for record.

### Privacy Statement


Collarts is committed to the protection of privacy in accordance with the Privacy Act 1988. Collarts 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 Collarts as a higher education provider. For more information on our approach to privacy, please refer to our Privacy Policy in the Student Handbook.

### Lodging the Application Form

You can lodge your completed application ie. including all supporting documentation to Student Services by one of the following means:

In person: To any Collarts campus reception or Student Services Office.

By email: [support@collarts.edu.au](mailto:support@collarts.edu.au)

LODGE MENT RECEIPT received by Collarts for assessment	
<b>Collarts</b> 	<b>Date:</b>
	<b>Name:</b>
<b>Student Number:</b>	

Please retain this cover sheet for your records.

## Course Credit in Recognition of Prior Learning Application Form

### PERSONAL DETAILS

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Program: \_\_\_\_\_

### COLLARTS COURSE DETAILS

The Collarts course for which you are applying for Credit/RPL:

### PREVIOUS STUDIES DETAILS

Institution:	Course Name	Completed (Y/N)
<input type="radio"/> Applying for Credit/RPL based on industry experience		

If applying for Credit/RPL based on industry experience please detail briefly below

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### STUDENT DECLARATION

Have you attached the relevant supporting documentation (refer to the instruction sheet to this form for attachment requirements)?

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

\*Please note your application will not be deemed complete or assessed until this documentation is provided.

### AUTHORISATION

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 **Recognition of Prior Learning for Admission or Course Credit Policy** as published in the Collarts Student Handbook which can be accessed via the FAQs section of the college website or the MyCollarts student portal at <http://mycollarts.edu.au/login/index.php>.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head of Program Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Staff Name:	<input type="radio"/> Approved	<input type="radio"/> Profile Updated	<input type="radio"/> Notification Sent
	<input type="radio"/> Declined		

**PREVIOUS STUDIES FOR CREDIT/RPL APPLICATION**

Please provide details of the units studied as part of the course(s) listed on page 2 of this form for which course credit is sought.

If applying for Credit/RPL based on industry experience only, please skip this page.

Details of Previous Units of Study (to be completed by applicant)			Collarts Office Use Only (to be completed by Head of Program or Delegate)		
Unit Code	Unit Title	Year Completed	Credit Approved (Y/N)	Collarts Unit Code (if required)	Head of Program or Delegate Signature

\*photocopy this page if you need to record more units

### PREVIOUS STUDIES FOR CREDIT/RPL APPLICATION

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

1. In the left-hand column, list the learning outcomes of the Collarts unit for which credit is sought. These should be taken from the most recent unit outline. If you are a prospective student or cannot locate the unit outline, please contact Student Services ([support@collarts.edu.au](mailto:support@collarts.edu.au)) to obtain a copy.

2. Against each specific Collarts Learning Outcome listed (in the left-hand column), identify the matching outcome from your previous unit of study or industry experience undertaken and demonstrate how you have met the Collarts outcome and therefore should be granted credit and the grade of Advanced Standing for that unit. Please include clear reference to any attachments being submitted as support.

**Please note:** If applying for Credit/RPL based on industry experience, supporting documentation must match what is referred to in the right-hand column (i.e. If a project, website, form or training is referenced, evidence of this as well as evidence you created it must be provided).

3. You may attach any additional supporting documentation (other than the pre-requisite attachments) that you feel demonstrates how you have met the Collarts outcome. The attachments should be clearly identified and attached to this form when submitting.

<b>Name or Code of Collarts Unit for which Credit/RPL is being sought:</b>	
<b>Collarts Unit Learning Outcomes</b>	<b>Matching Outcome from Previous Study/Experience</b>
a.	
b.	
c.	
d.	
e.	

\*photocopy this page if you need to record more units