

Application for Credit and Recognition of Prior Learning Form

Purpose of this form:

This form should be completed by students who would like to apply for Credit or Recognition of Prior Learning (RPL) in relation to any part of the course or units in which they are seeking enrolment at Higher Education Australia (HEA).

When to complete and submit this application form?

Complete it when you intend to enrol in a unit or course at HEA and no less than 15 business days prior to commencement of your enrolled course or unit.

Instructions to complete and submit this form:

1. Please carefully read and understand HEA's *Credit and Recognition of Prior Learning Policy* and *Credit and Recognition of Prior Learning Procedure*.
 2. Please carefully read and address the sections of this form that are applicable to your Credit or RPL application. If you need assistance understanding this form, please contact HEA's reception or Student Support Services in person or by phone (1300 619 754) or email them at admin@highereducationaustralia.org.
 3. Email the completed form along with the supporting documents to admin@highereducationaustralia.org or submit the completed form along with the supporting documents in person to Student Support Services.
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Section A: Student Personal Details

Student ID:

Family Name:

Given Name (s):

Date of Birth:

E-mail:

Mobile Number:

Address:

Section B: Application Details

Are you applying for Credit and/or Recognition of Prior Learning (RPL)?

(To understand the difference between Credit and RPL, please read HEA's Credit and Recognition of Prior Learning Policy and Procedure available on HEA's website or contact Student Support Services)

☐ Credit

(Go to Section C)

☐ Recognition of Prior Learning (RPL)

(Go to Section D)

Complete both sections if applying for Credit and RPL.

Section C: Credit Details (to be completed by students applying for Credit)

Course Name:			Course Commencement Date:		
List the relevant qualifications undertaken in last ten (10) years:					
Name of the Qualifications	Completed		Year of Completion	Institution Name	Institute contact details (e.g. website, phone, email)
	☐ Yes	☐ No			
	☐ Yes	☐ No			
	☐ Yes	☐ No			
	☐ Yes	☐ No			
List the relevant units undertaken in last ten (10) years:					
Name of the units offered at HEA for which you are applying Credit	Name of the previously completed units	Year for previously completed units	Qualification, which included your previously completed units	Institute where you previously completed units	

Note: Please submit copies of all the transcripts and/or academic records for the above listed qualifications and units along with this form. Transcripts and/or academic records are valid for the purpose of this credit application, if they are issued within last ten (10) years.

Section D: Recognition of Prior Learning (RPL) Details (to be completed by students applying for RPL)

Course Name:		Course Commencement Date:			
Previously completed formal and/or informal learning:					
Name of the units offered at HEA for which you are applying RPL:	Details of the formal and/or informal learning (e.g., qualification names', completed short courses' name, job position, other informal training):	Year of formal and/or informal training	Number of years of formal/informal training undertaken	Institute Name/ Employer Name	Institute/Employer contact details (e.g. website, phone, email)

Note: Please submit copies of all the formal and/or informal learning listed above which may include but is not limited to qualification testamur, short courses certificates, curriculum vitae (CV), job descriptions, along with this form. A formal training certificate is valid for the purpose of this application, if it is issued in last ten (10) years.

Section E: Student Declaration

☐ I declare that all the information provided to HEA is true, correct and authentic. I understand that providing incorrect or misleading information may cause a delay in processing my request and possibly rejection.

☐ I have read and understood HEA's Credit and Recognition of Prior Learning Policy and Credit and Recognition of Prior Learning Procedure.

☐ I understand that my credit and/or RPL application will be assessed against HEA's Credit and Recognition of Prior Learning Policy and Credit and Recognition of Prior Learning Procedure.

Student Signature: _____ **Date:** _____

HEA's Office use only:

Application received on: ____/____/____

Application received by:

Is the form complete and the applicable supporting documents are attached?

☐ Yes

☐ No (student has been contacted for further information)

Application Outcome:

☐ Rejected: Reasons for rejection:

☐ Accepted: Details of the credit and/or RPL granted for HEA's course or units

Authorised by:

Authorised Staff Signature:

Date: