



RECOGNITION OF PRIOR LEARNING/CREDIT TRANSFER (DOMESTIC STUDENTS)

PERSONAL DETAILS

Title: Mrs Miss Ms Mr Dr Other: _____ Gender: Male Female
Family name: _____ Given names: _____ Telephone: _____
Date of Birth: ____/____/____ Country of birth: _____ Nationality: _____ Mobile: _____
Address in Australia: _____ State: _____ Postcode: _____
Email address: _____ Passport/licence#: _____
Occupation: _____

COURSE DETAILS

Course name[s] and code[s] for which you have achieved a qualification or part thereof: _____

Qualification for which you are applying for credits: _____

Request type: Recognition of Prior Learning Credit Transfer
Scope: Full qualification _____ competencies only

1. Refer to college website www.apc.edu.au for list of courses and competencies per qualification

EVIDENCE

Please attach evidence [including translation into English where the original documents are in another language] of completing competencies by Recognition of Prior Learning [RPL] or Credit Transfer [CT]. Evidence may include but is not limited to: certificates, transcripts, references, resumes, duty statements, work performance statements etc. Please use the RPL/CT evidence summary table over page to organise your documents.

FEES

The RPL and Credit Transfer Fees that apply are found on our websites at <https://www.virtuinstitute.edu.au/study-credits/> and [https://www.apc.edu.au/applications/#rpl-and-credit-transfer-\(domestic-students-only\)](https://www.apc.edu.au/applications/#rpl-and-credit-transfer-(domestic-students-only))

ACKNOWLEDGEMENT

I confirm that I have read, understood and agree to the conditions of the Recognition of Prior Learning and Credit Transfer Policy.

Signature: _____ Date: ____/____/____

Please send this form by email to registrar@apc.edu.au OR design.registrar@apc.edu.au

RECOGNITION OF PRIOR LEARNING/CREDIT TRANSFER POLICY

The College recognises that students may come to it with knowledge, skills and abilities from formal education or work/life experiences. The College offers students the opportunity to apply that education or experience to the course they wish to undertake. This Policy guides the College in determining how prior learning and credit transfers are to be assessed, granted and applied.

1. Recognition of Prior Learning (RPL)

1.1 RPL is the recognition of existing skills and knowledge, attained from previous study at non-vocational institutions or from work and life experiences, against those skills and knowledge identified in the elements of the unit or module they wish to study at the College.

1.2 All RPL must be claimed via the submission of the RPL form found on the College's websites. It is the student's responsibility to complete the RPL form completely and include all relevant evidence [certified if necessary].

2. Credit Transfer

2.1 Credit Transfer is the recognition of VET study which has been conducted in Australia. Students who have previously studied and successfully completed one or more subjects containing the same competencies as those offered by the College can apply for a Credit Transfer.

2.2 The College recognises and accepts AQF qualifications and statements of attainment issued by other VET training institutions, AQF authorised issuing organisation and authenticated VET transcripts issued by the Registrar but evidence must be provided to receive a Credit Transfer. The College accepts qualifications from other RTOs.

2.3 Credit Transfer assesses the course or subject that the student has completed against the required learning outcomes, competency outcomes, or standards in the College's course or subject they intend to study.

2.4 To apply for Credit Transfer students will need to submit certified copies of their transcripts prior to starting with the College [refer to paragraph 3.3 below] with the Credit Transfer form found on the College's websites.

2.5 If the student is not eligible for Credit Transfer they may be considered for RPL [refer to paragraph 1].

3. Conditions for RPL/Credit Transfer

3.1 All supporting documents supplied must be true and correct [and translations provided where applicable].

3.2 It is the student's responsibility to ensure that all necessary documentation is provided for assessment.

3.3 All RPL/Credit Transfer applications and enquiries are submitted to the College.

3.4 RPL/Credit Transfer applications must be received with the course application or at least 6 weeks prior to course commencement, whichever is sooner.

3.5 RPL /Credit Transfer Fees are published on the College's websites.

3.6 If the College requires additional information from the student about their RPL/ Credit Transfer application, that information must be returned to the College within 7 days of the student receiving the College's request.

3.7 Students will be notified in writing of an RPL assessment outcome within 21 days of receipt of the application. If the College grants RPL or Course Credit the notice to the student must be signed and returned to the College.

3.8 Where an RPL/Credit Transfer is granted, the student's course duration will be reduced.

3.9 If the registered provider grants an Overseas Student RPL or course credit that reduces the Overseas Student's course length, the provider must inform the Overseas Student of the reduced course duration following granting of RPL and ensure the CoE is issued only for the reduced duration of the course.

3.10 In the event a request for a RPL/Credit Transfer is submitted after the Overseas Student is granted a CoE by the College, and after the Overseas Student's visa is granted, and the College approves the RPL/Credit Transfer, the Overseas Student's course duration on their CoE needs to be adjusted to reflect any reduction in the period of study. A CoE fee will apply and any changes made to the course duration needs to be reported in PRISMS.

3.11 The acceptance of a RPL/Credit Transfer application received after the Overseas Student is granted a CoE by the College is entirely at the College's discretion.

3.12 The College reserves the right to refuse any RPL application prior to course commencement that does not satisfy the requirements of the SRTD or National Code.

3.13 The RPL and/or Course Credit Records and the signed acceptance will be filed in the student management system documents and held for two (2) years after the student ceases to be an accepted student of the College.

3.14 The student is responsible for paying all postage and handling as necessary.

3.15 RPL and Credit Transfer assessments and decisions made by the College are final.

3.16 The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.

RPL/CREDIT TRANSFER EVIDENCE SUMMARY TABLE (ATTACH ADDITIONAL PAGES IF REQUIRED)

| Subject/Unit of Competency | Describe evidence provided | Result | Assessor signature/date |
|----------------------------|----------------------------|---|-------------------------|
| | | <input type="checkbox"/> RPL <input type="checkbox"/> CT | |
| | | <input type="checkbox"/> RPL <input type="checkbox"/> CT | |
| | | <input type="checkbox"/> RPL <input type="checkbox"/> CT | |
| | | <input type="checkbox"/> RPL <input type="checkbox"/> CT | |
| | | <input type="checkbox"/> RPL <input type="checkbox"/> CT | |
| | | <input type="checkbox"/> RPL <input type="checkbox"/> CT | |
| | | <input type="checkbox"/> RPL <input type="checkbox"/> CT | |
| | | <input type="checkbox"/> RPL <input type="checkbox"/> CT | |

I, _____ accept the RPL/Credit Transfer outcome as provided above by the College.

Signature: _____ Date: _____