

HE-EDF36 CREDIT FOR RECOGNITION OF PRIOR LEARNING APPLICATION FORM

Abbreviations:

AHE	Apex Australia Higher Education
CoE / eCoE	Confirmation of Enrolment / electronic Confirmation of Enrolment
CRPL	Conditional Recognition of Prior Learning
PRISMS	Provider Registration and International Student Management System
RPL	Recognition of Prior Learning
SRPL	Recognition of Prior Learning with subject substitution i.e. Credit with Subject Substitution

Course Name	CRICOS Course Code	Tick which course/s you are applying for RPL
Bachelor of Business	108145H	
Bachelor of Information Systems	114079G	
Master of Information Systems	114939A	

AHE encourages students to apply for recognition of prior learning from formal studies and/or work experience toward their studies at AHE. If successful, RPL may result in a reduced number of units the student may need to study to gain the qualification, a shorter course duration, and/or reduced tuition fees payable.

CRPL (Conditional RPL) may be granted in cases where the student needs to provide additional documentation to confirm the RPL (this is normally an official transcript or course completion certificate).

- Students must provide the appropriate documentation to meet the specific conditions within fourteen (14) days after receiving the conditional credit.
- Students are expected to normally provide the appropriate documentation prior to the census date of their first semester, and no later than the end of the student’s first semester.
- If appropriate documentation is not received prior to the end of the student’s first semester the CRPL may be rescinded and deleted from their record.

To access the **Credit for Recognition of Prior Learning Policy and Procedure** please refer to the [Apex website](#).

How to Apply:

Students should lodge this completed **Application for Credit Form** with their **Application for Admission**. Please send admissions@apexaustralia.edu.au this completed Form with all relevant evidence attached. Students can contact the Admissions Officer if further information is required. As per AHE credit for RPL policy, students must make their application for credit prior to starting their course at AHE. Normally, no further credit can be applied for after the student starts their course. Students who wish to apply for Credit with Subject Substitution need to make this clear when they apply for a credit assessment.

Students will be advised in writing of the result of their application within ten (10) working days.

For international students, where credit is granted **before the issue of a visa**, the actual course duration in the eCoE issued to the student will be reduced to reflect the shorter course duration needed to ensure the student is studying full-time in their course. The student will be notified in writing including the following:

- The reduced number of units the student may need to study to gain the qualification.
- The impact on the course duration.
- The impact on the eCoE, and
- The reduced tuition fees payable.

Where credit is granted **after the issue of a visa**, AHE will report the change of course duration via PRISMS and issue a new eCoE. The student will be notified in writing including the following:

- The reduced number of units the student may need to study to gain the qualification.
- The impact on the course duration.
- The impact on the eCoE, and
- The reduced tuition fees payable.

A. RPL Claimed for Prior Formal Studies

- a. For Information Systems (IS) or information technology (IT) courses, credit will normally only be granted for relevant formal study completed within five (5) years prior to application for an AHE Course. This may be considered in conjunction with other evidence of recent experience in the area.
- b. For non-IS/IT courses, credit will normally only be granted for relevant formal study completed within the last ten (10) years. Formal study completed more than ten (10) years prior to application for an AHE course will not be eligible unless there is evidence of continued relevance of this study for the applied AHE Course.
- c. Credit may be granted for the successful completion formal studies, including the below:
 - Units of study which form part of an accredited course provided by a recognised tertiary institution.
 - Non-award courses offered by a recognised tertiary institution (higher than AQF Level 5).
 - Accredited courses at AQF Level 5 and above awarded by a registered tertiary institution.
 - Courses provided by a professional association or other similar body.
- d. Credit shall only be granted where there is substantial overlap with the content and/or learning outcomes of AHE units of study in the course for which credit is claimed. Additionally, the volume of learning of previously studied units must be similar to the AHE unit.
- e. When assessing credit for formal studies the criteria below will be considered:
 - The educational practices and standards of the external tertiary institution or any accreditation obtained by such tertiary institution, that may be relevant to the AHE Course.
 - The objectives of the prior studies and the methods adopted by the external tertiary institution to achieve those objectives.

- Admission requirements for the external course.
- The duration of the external course, entry requirements, course objectives.
- Methods of assessment.
- Learning outcomes of the course, and unit / subject learning outcome.
- Volume of learning for the course and the unit.
- Content of study.
- Course and program AQF level.
- Credit point weighting of the unit/subject in the context of the course.
- The study load of the units completed.
- Any other relevant criteria.

B. Application Details

Student No. (if obtained)	Date of Birth: (dd/mm/yy)
	___/___/___
Given Name:	Family Name:
Email Address:	

For Staff Use	Student Number:	Application Number / Offer ID:

Transfer institution name:
Transfer course name(s):
List of provided documents (this should include a transcript or list of units):

C. RPL Claimed for Prior Work Experience

You may apply for RPL on the basis of prior work experience.

Evidence required to be submitted include (but is not limited to):

- A full description of the position, role(s) / activities, and performance outcomes.
- Employment letter (on business letterhead) including any written references.
- Current full CV.
- Evidence that the work experience was equivalent to at least two (2) years full time (paid or volunteer positions) work within the past five (5) years.
- Evidence of work completed:
 - pay slips; report of performance reviews; involvement in professional associations or development; evidence of work produced e.g., presentations and collaborations.
- Any other evidence that the applicant sees fit to demonstrate the existence and relevance of the work experience toward the credit sought.
- A self-assessment by the applicant that explains how the submitted documentation provides evidence that demonstrates they have achieved the unit(s) learning outcomes to the unit requested as credit. They also need to address how they have demonstrated that they possess the key knowledge and skills developed required by the unit(s). Credit for work experience can only be claimed against specific units and only specified credit can be applied.
- If deemed necessary by the Course Coordinator, the applicant may be requested to undertake a challenge test or present themselves for an interview (oral assessment) where the students will be provided an opportunity to demonstrate that the applicant has met the learning outcomes of the units claimed for credit.

Position name, when and where it was held	Evidence Attached relevant to this Position
1.	
2.	
3.	
4.	
5.	

Position name, when and where it was held	Evidence Attached relevant to this Position
6.	
7.	
8.	

List the first-year units you are applying for RPL through work experience:

Name of Units/ Subjects at AHE you wish to apply for RPL together with a justification for claiming these units for credit	Office Use: RPL Granted (Yes/No) and Reason	
	Yes	No
	Reason:	
	Yes	No
	Reason:	
	Yes	No
	Reason:	
	Yes	No
	Reason:	
	Yes	No
	Reason:	
	Yes	No
	Reason:	
	Yes	No
	Reason:	

D. Student Declaration

By signing below, I _____, confirm:
(Student Name)

- The information provided in this application is true and accurate.
- I have attached sufficient and appropriate evidence to support my application.
- I understand that, if I am student on student visa, the granting of RPL may reduce my course length which may affect my student visa duration.
- I understand my right to appeal against the RPL decision.
- If my application for credit transfer or RPL is successful I take responsibility for ensuring that I am will not enrol in any credited units or that I will withdraw from the enrolled unit(s) prior to the relevant class census date, otherwise I will remain liable for each unit’s tuition fees.

Student Full Name:	
Student Signature:	
Date:	___/___/___

OFFICE USE ONLY

OFFICE USE ONLY	
Assessed by: (AHE Course Coordinator Name)	
AHE Course Coordinator Signature:	
Date:	___/___/___

Related Documents

- [Credit for Recognition of Prior Learning Policy and Procedure](#) (point 5).
- [Student Assessment Policy and Procedure](#)
- [Student Handbook](#)
- [Relevant Course Guides](#)