

# Application For Recognition of Prior Learning

(Previously known as Advanced Standing)

## PERSONAL DETAILS

ID Number

Family Name

Given Names

Title  Sex F  M  Phone  Birth Date   
(Mr, Ms, etc) D D M M Y Y Y Y

This application form is used by students wishing to obtain Recognition of Prior Learning in their current course. The form can be used for:

- **GENERAL/ELECTIVE CREDIT.** If you wish to apply for **General/Elective Credit** please follow the instructions on page 2.
- **UNIT EXEMPTION.** If you wish to apply for **Unit Exemptions** please follow the instructions on page 3.
- **DESIGNATED UNITS / UNIT TRANSFER.** If you wish to apply for **Designated Units / Unit Transfer** please follow the instructions on page 4.

**YOUR COMPLETED APPLICATION MUST BE SUBMITTED TO THE DIVISIONAL STUDENT SERVICES OFFICE OR PARTNER ADMINISTRATION OFFICE PRIOR TO THE END OF THE FIRST WEEK OF CLASSES. IF YOU SUBMIT THIS FORM AFTER THE CENSUS DATE YOU WILL BE LIABLE FOR THE FEES ASSOCIATED WITH ANY UNIT YOU ARE ENROLLED IN, REGARDLESS OF THE RPL GRANTED.**

## SUPPORTING DOCUMENTATION GUIDELINES

The following documentation must be provided with this application in support of your eligibility for RPL. In order to be considered the documents must comply with the following:

1. The document must be an official transcript of results (including marking key), award or letter of course completion issued from the awarding Institution: or equivalent.
2. Where the units are not studied at Curtin a syllabus for equivalent study is required.
3. For RPL based on work experience you must provide the position title/job description, the name of the employer, the length of employment, and a statement from the employer outlining the competencies of the position.
4. If the original document is not written in English an official translation from a recognised translation service must also be provided.
5. Each document must be an original copy or a certified copy of an original (see guidelines on Certification [http://students.curtin.edu.au/administration/enrolment/rpl\\_credit.cfm](http://students.curtin.edu.au/administration/enrolment/rpl_credit.cfm)).

## TEACHING AREA USE ONLY

Course Number  Version  Course Title \_\_\_\_\_

Student Approved to Graduate  Student Currently Enrolled in Units Approved for RPL

## STUDENT DECLARATION

### PRIVACY STATEMENT

Curtin University of Technology will use all information obtained from prospective, current and past students to meet legislative requirements, for educational, administrative, promotional, statistical or research purposes in accordance with Curtin University of Technology's Guiding Ethical Principles and the National Privacy Principles. Particularly for legislative and mailing requirements information is passed to a third party (for example mailing houses for purposes of billing, ATO, tertiary institutions, DEST, and DIMIA) who is bound to confidentiality.

Should you believe that a breach of privacy has occurred please submit your concerns in writing to the Director, Student Services.

I hereby certify that the information provided in this application for Recognition of Prior Learning is true and correct.

I submit the necessary official original/certified documentary evidence in support of my claim.

Student's signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### STUDENT CHECKLIST

Before submitting this application, please check that you have:

- Completed all required sections
- Understood and signed the Student Declaration
- Attached supporting documents as per guidelines above
- Kept a copy of this application for your records

**THIS APPLICATION CANNOT BE PROCESSED UNTIL YOU SUBMIT IT TO THE DIVISIONAL STUDENT SERVICE OFFICE OR PARTNER ADMINISTRATION OFFICE. ONCE THIS APPLICATION HAS BEEN ASSESSED AND PROCESSED, YOU WILL BE NOTIFIED OF THE OUTCOME.**

### RECOGNITION OF PRIOR LEARNING OFFICE USE ONLY

		Initials & Date
<input type="checkbox"/>	Processed	
<input type="checkbox"/>	Educational Background	
<input type="checkbox"/>	<b>Not Granted Letter</b>	
<input type="checkbox"/>	<b>Granted Letter</b>	
Completion approved by:		
Completion approved date:		
Checked by:		
Letter sent by:		
Notes:		

- **GENERAL/ELECTIVE** credit is granted on the basis of previous study or work experience and shows on the statement of Academic Transcript with a specified number of credit points.
- As General/Elective credit is expressed as an amount of credits it is not unit specific. The student must therefore obtain a revised study plan from the Head of Teaching Area or Authorised Signatory upon being granted General/Elective credit.
- If the student is no longer required to study some units, due to being granted General/Elective credit, it is the **responsibility of the coordinator** to remove those units from the study plan and it is **the student's responsibility to withdraw** if they are enrolled.
- The student must provide official original/certified documentation. Whether approval is **granted** or **not granted** is to be determined by the Unit Controller/Teaching Area Nominee and their signature authorising this is to be on the form.
- ✓ Please fill in the amount of General and/or Elective credit requested.
- ✓ If the credit is **not granted** a reason for rejection must be given, as the student is notified about this in writing. Please see list below for reasons for rejection.

<b>GENERAL</b>	
<b>Granted</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Not Granted</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Credits	Credits
Reason for Rejection	
<input type="checkbox"/>	
Select Code Form Below	

<b>ELECTIVE</b>	
<b>Granted</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Not Granted</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Credits	Credits
Reason for Rejection	
<input type="checkbox"/>	
Select Code Form Below	

**BASIS FOR REQUEST**

Please state the study and/or work experience forming the basis of this request for general and/or elective credit

- 1 University Award Course \_\_\_\_\_ Institution Name \_\_\_\_\_
- 2 University Non-Award Course \_\_\_\_\_ Institution Name \_\_\_\_\_
- 3 Vocational Ed & Training (eg TAFE) \_\_\_\_\_ Institution Name \_\_\_\_\_
- 5 Professional Qualification \_\_\_\_\_ Qualification Title \_\_\_\_\_
- 6 Independent Training Provider (eg PIBT, AIUS) \_\_\_\_\_ Institution Name \_\_\_\_\_

**TEACHING AREA USE ONLY**

- 4 Work Experience \_\_\_\_\_ Type \_\_\_\_\_

\_\_\_\_\_  
 Head of Teaching Area or Authorised Signatory/  
 Course Co-ordinator Signature

\_\_\_\_\_  
 Signatory's name  
 (Please print)

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**IMPORTANT:** Once this form has been signed it **must not be returned to student.**

**REASON FOR REJECTION – CODES**

- A Syllabus content not full covered (basis unit/work experience)
- B The maximum amount of Recognition of Prior Learning possible has already been granted
- C Previous study does not meet requirements for Recognition of Prior Learning
- D Previous study completed more than seven years ago
- E Unit/units not relevant to chosen major
- F U/G not valid for P/G SPK
- G No Option/Electives in SPK
- H OTHER \_\_\_\_\_



