

Application for Course Credit in Recognition of Prior Learning

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
- Grievance & Appeals Policy

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 Immigration and Citizenship (DIAC) via PRISMS in accordance with Standard 9 of the *National Code 2007*. To check the conditions of a student visa please visit the DIAC website at <http://www.immi.gov.au>.

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, one of the following grounds:

- a) to gain admission into a Collarts higher education award
 - completion of a VET course up to Certificate IV
- b) to receive credit towards a Collarts higher education award
 - completed university subjects or courses
 - completed TAFE subjects or courses at diploma or higher
 - completed accredited diploma or higher
 - completed courses outside a recognized tertiary provider
 - 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 the following supporting documentation:

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

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 the Office of the Registrar 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.

Collarts will assess and respond to all completed applications within ten working days. The applicant will be advised of the decision in writing and the application and decision thereof will be kept on the student file. A longer time may be required during peak admission and enrolment times but the process will not exceed fifteen working days.

Lodging the Application Form

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

In person: 55 Brady Street, South Melbourne if presenting supporting documentation as originals to be certified as copies by Collarts

By email: registrar@collarts.edu.au if presenting supporting documentation as copies certified by a Justice of the Peace

Your completed application must be received by the Office of Registrar ten working days prior to the trimester commencement date and no later than the trimester Census Date. Any applications received after 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 a Approval of RPL Letter confirming any course credit(s) to be granted. It is the responsibility of the student to sign and return the letter acknowledging their acceptance of the course credit(s) and any subsequent changes to their enrolment. The course credit(s) will not be applied until a signed copy of the letter is received by the Office of the Registrar. Once the changes to enrolment have been processed, a new course map and timetable will be issued. If the granting of course credit(s) affects the course duration for an international student, the change will be reported to DIAC via PRISMS in accordance with Standard 9 of the *National Code 2007*.

If the application is denied, the student will be issued a Refusal of RPL Letter 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 Policy* which can be found in the Student Handbook.

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.

LODGEMENT RECEIPT	
received by Macleay as a complete application for assessment	
Collarts: 	Date: Name:
Student Number:	

Please retain this copy as proof your application was submitted

Application for Course Credit in Recognition of Prior Learning

this form applies to prospect and current domestic and international students requesting course credit towards Collarts in Recognition of Prior Learning

Personal Details		<input type="checkbox"/> I am a Domestic Student	<input type="checkbox"/> I am an International Student
Collarts Student Number (if applicable):	Family Name:	Date of Birth (dd/mm/yyyy):	
Address:	Given Name(s):	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr	
	Collarts or Personal Email Address:	Contact Telephone Number:	

Collarts Course Details
The Collarts course for which you are applying for RPL admission and credit:

Previous Studies for RPL Application

PART A

Institution Name:	Course Name:	Did you complete the course? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Institution Name:	Course Name:	Did you complete the course? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Institution Name:	Course Name:	Did you complete the course? <input type="checkbox"/> Yes <input type="checkbox"/> No
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PART B

Turn to page 3 to provide details of the units studied within the above course(s) and for which course credit is sought

PART C


Turn to page 4 to demonstrate how the outcomes of the previous units of study match the Collarts outcomes for which credit is sought

Student Declaration

Have you attached the following supporting documentation (refer to the instruction sheet to this form for attachment requirements):	
<input type="checkbox"/> Academic transcript(s) of previous courses of study including year completed, subjects and grades received <input type="checkbox"/> Unit outlines and/or course description including information on learning outcomes <input type="checkbox"/> Proof of the number of teaching hours and study hours	
 Please note your application will not be deemed complete or assessed until this documentation is provided.	
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.	
	Date Signed (dd/mm/yyyy):

Guidelines for submitting an 'Application for Course Credit in Recognition of Prior Learning' form

1. If you are applying to study at Collarts, you should submit this form with your Enrolment Application Form.
2. If you are a student at Collarts, you should submit this form ten working days prior to the trimester commencement date or Census Date.
3. If successful, a Confirmation of RPL Letter will be issued. You must sign and return this letter to accept the course credits granted.
4. If refused, a Refusal of RPL Letter will be issued outlining the reasons for refusal and your rights to appeal the decision.

Collarts Office Use Only:		
<input type="checkbox"/> Application Checked for Completeness by Registrar	<input type="checkbox"/> Complete Application Given to PL for assessment DATE:	<input type="checkbox"/> PL Assessment Completed
<input type="checkbox"/> Approved RPL Letter issued by Registrar	<input type="checkbox"/> Signed RPL Approval Letter returned by Student	<input type="checkbox"/> Wisenet Updated
<input type="checkbox"/> Refused RPL Letter issued by Registrar	<input type="checkbox"/> Application, Assessment & Outcome Notification in Student File	<input type="checkbox"/> Closed (dd/mm/yy):
Staff Name:		Date Signed: (dd/mm/yyyy):

Previous Units of Study for RPL Application

PART B

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

Details of Previous Units of Study (to be completed by Applicant)			Collarts Office Use Only (to be completed by Program Leader)				
Unit Code	Unit Title	Year Completed	Credit Approved (Y/N)	Credit Refused (Y/N)	Exemption (Y/N)	Collarts Unit Code	Approved Signature

① photocopy this page if you need to record more units

Previous Studies for RPL Application
PART C

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, please contact the Office of the Registrar to obtain a copy of the unit outline(s).
2. Against each specific Collarts Learning Outcome listed (in the left hand column), identify the matching outcome from your previous unit of study or work undertaken work 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.
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.

i This page should be copied and completed for each Collarts unit for which credit is being sought.

Name of the Collarts Unit (for which credit is being sought):	
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Collarts Units Learning Outcomes	Corresponding Learning Outcome in Previous Unit(s) of Study
a.	
b.	
c.	
d.	
e.	
f.	
g.	
h.	