

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 Macleay College in recognition of prior learning. It should be read in conjunction with the following policies:

- Course Credit for RPL Policy
- Admissions Policies for Domestic and International Students
- Academic Progression Policy
- Grievance & Appeals Policy

All documents referenced in this policy can be accessed via the [Forms & Policies](#) section at the bottom of the Home Page of the college website and Handbook section of the [Moodle Student Portal](#).

International students on a student visa should be aware that receiving course credit for four or more units 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 of Education via PRISMS. To check the impact this may have on the conditions of a student visa please visit the Department of Home Affairs website at www.homeaffairs.gov.au/

Application Process

A prospective or current student wishing to apply for course credit must submit this '**Application for Course Credit in Recognition of Prior Learning**' to the Office of the Registrar. All sections of the application are required to be completed and the application signed. Applications are not accepted if incomplete, unsigned and/or without the required documentary evidence.

Lodging an Application Form

You can lodge your completed application to the Registrar by one of the following means:

- In person: On campus if presenting supporting documentation as originals to be certified as copies by Macleay
- By email: registrar@macleay.edu.au if presenting supporting documentation as copies certified by a Justice of the Peace

Applications in recognition of previous study or work/life experience should be submitted at the time of enrolment (or application to study) where possible. Failing this, applications should be made ten days prior to the trimester's Commencement Date. Applications received after this time will only be considered for the following trimester.

Applications to articulate may be submitted in the last trimester of Diploma study and a decision will be made ten working days after the release of final results.

Macleay College will sign and return the front instructional sheet as proof of submission. It is recommended that the student take a copy of their Completed Application for their records before submitting to the Office of the Registrar. Macleay College is not responsible for taking or providing the applicant with a copy at the time of submission.

Notification of Outcome

On receipt of a completed application, Macleay College will assess the request in accordance with the college **Course Credit for RPL Policy** and any associated policies and advise the applicant of the outcome in writing.

Where an application is successful, Macleay sends the student an **Approval of Course Credit Letter** advising the course credit(s) to be applied and any implications to course progression and/or course duration as a result of the credit. The student must sign and return a copy of this letter authorising the application of the course credit(s) to their enrolment before a grade of Advanced Standing will be applied.

Where an application is denied, Macleay will not grant course credit. The applicant is sent a **Refusal of Course Credit Letter** outlining the reasons for decision and their rights to appeal the decision. Applicants wishing to make an appeal should refer to the college **Grievance & Appeals Policy**.

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

Please retain this copy as proof of submission

Application for Course Credit in Recognition of Prior Learning

this form applies to prospect and current domestic and international students requesting course credit in recognition of prior learning from previous study or work and life experience

Personal Details	I am a Domestic Student	I am an International Student
Macleay College Student Number:	Family Name:	Date of Birth (dd/mm/yyyy):
Address:	Given Name(s):	Title: Mr Mrs Miss Ms Dr
	Macleay College Email Address:	Contact Telephone Number:

Course Details
Your Course of Study at Macleay College:

Previous Studies for RPL Application


PART A


Institution Name:	Course Name:	Did you complete the course? Yes No
Institution Name:	Course Name:	Did you complete the course? Yes No
Institution Name:	Course Name:	Did you complete the course? Yes No

PART B

Turn to page 3 to list the units studied within the above course(s) for which course credit is sought.

Student Declaration

<p>Have you attached the relevant supporting documentation (refer to the Course Credit for RPL Policy for documentation requirements):</p> <ul style="list-style-type: none"> Academic transcript(s) of previous courses of study including year completed, subjects and grades received Unit outlines and/or course description including information on learning outcomes Proof of the number of teaching hours and study hours Portfolios, work samples, position description, curriculum vitae and references <p>ⓘ Please note your application will not be deemed complete or assessed until this documentation is provided.</p> <p>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 Course Credit for RPL Policy as published at the college website and the yHandbook section of the Macleay Student Portal (Moodle) accessed via http://my.macleay.edu.au/.</p>		Date Signed (dd/mm/yyyy):
		

MACLEAY COLLEGE OFFICE USE ONLY:		
<input type="checkbox"/> Application Checked for Completeness by admissions or student services officer	<input type="checkbox"/> Complete Application to Registrar or Nominee for assessment Date:	<input type="checkbox"/> HoF or Nominee Assessment Completed Date:
<input type="checkbox"/> Approved / refused Course Credit Letter issued by Registrar	<input type="checkbox"/> Signed Course Credit Letter returned by Student Date:	<input type="checkbox"/> Paradigm Updated (Date):
Staff Name:		Date Signed: (dd/mm/yyyy):

Form Date: 21/02/2018

