

## 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](#).

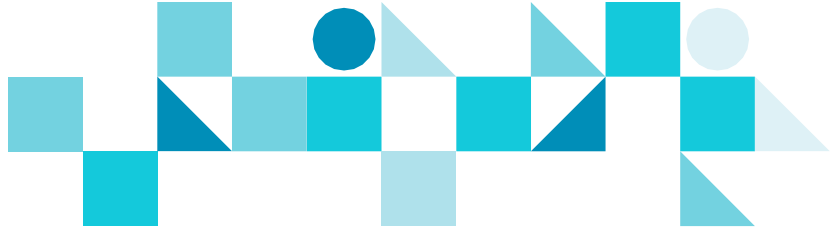
International students on a student visa should be aware that receiving course credit for four or more units may affect the duration of their course of study and therefore the length of their student visa. Any changes to the duration of the course of study as a result of course credit will be reported to the Department of Education via PRISMS in accordance with Standard 9 of the National Code 2007. 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/](http://www.homeaffairs.gov.au/)

### Recognition of Prior Learning

Recognition of Prior Learning (known as RPL) is an assessment process used to determine the extent to which a student has achieved the required learning outcomes of a unit of study to receive credit towards a course of study at Macleay College. Macleay will recognise prior learning for course credit from previous study and work/life experience.

### 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.



## Assessment Process

Credit is granted when it is determined that there is equivalence of discipline, content and learning outcomes between the knowledge and skills gained from prior learning (or experience) and the unit of study at Macleay College for which credit is being sought. In assessing an application for credit, the following factors will be considered when determining equivalency:

- course and/or unit outcomes
- volume of learning
- depth and breadth of course content
- assessment methods
- reference and reading materials
- learning resources and facilities
- academic results
- substantiated relevant and current experience

Where course credit is granted, the student will be awarded the grade 'Advanced Standing' (AS) and is exempt from attending and completing that particular unit in order to complete the qualification.

The maximum number of units for which exemption may be granted is 50% of the total credit points for the course of study.

For more details on the procedure for application and the assessment of applications for credit, see [Procedure](#) (pages 4-6) of the Course Credit for RPL Policy.

## Lodging an Application Form

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

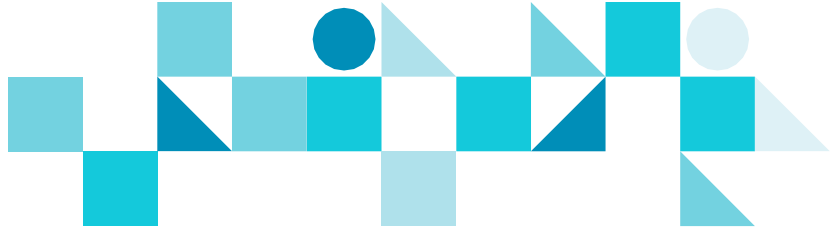
In person: On campus if presenting supporting documentation as originals to be certified as copies by Macleay

By email: [registrar@macleay.edu.au](mailto: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, but no later than five working days before the trimester's Census Day. Applications received after Census Date 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 this front instructional sheet as proof of submission. It is recommended that the student to 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***.

## Privacy Statement

Macleay is committed to the protection of privacy in accordance with the *Privacy Act 1988*. Macleay 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 Macleay 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

Macleay Sign Here:	Date:
Student Number:	Name:

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 in recognition of prior learning from previous study or work and life experience

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

Course Details
Your Course of Study at Macleay College:

Previous Studies for RPL Application		
<b>Part A</b>		
Institution Name:	Course Name:	Did you complete the course? <input type="checkbox"/> Yes <input type="checkbox"/> No
Institution Name:	Course Name:	Did you complete the course? <input type="checkbox"/> Yes <input type="checkbox"/> No
Institution Name:	Course Name:	Did you complete the course? <input type="checkbox"/> Yes <input type="checkbox"/> No

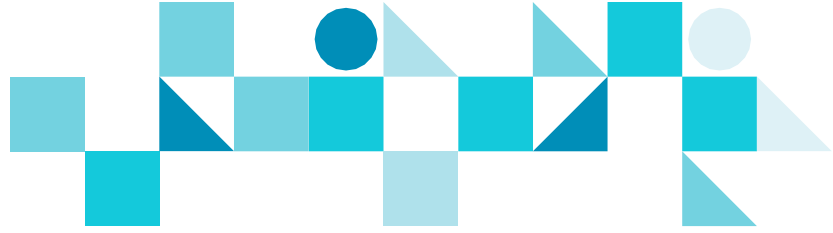
<b>Part B</b> Turn to page 5 to list the units studied within the above course(s) for which course credit is sought.
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<b>Part C</b> Turn to page 6 to demonstrate how the outcomes of the previous units of study match the Macleay outcomes for which credit is sought. <i>Macleay diploma graduates seeking to articulate into the corresponding bachelor degree award course do not need to complete Part C</i>
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Student Declaration	
Have you attached the relevant supporting documentation (refer to the <i>Course Credit for RPL Policy</i> for documentation 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 <input type="checkbox"/> Portfolios, work samples, position description, curriculum vitae and referenc	
<i>Please note your application will not be deemed complete or assessed until this documentation is provided.</i>	
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 <b>Course Credit for RPL Policy</b> as published at the college website and the Handbook section of the Macleay Student Portal (Moodle) accessed via <a href="http://mymacleay.edu.au/">http://mymacleay.edu.au/</a> .	
Sign Here:	Date Signed (dd/mm/yyyy):

Macleay College Office Use Only:		
<input type="checkbox"/> Application Checked for Completeness by Registrar	<input type="checkbox"/> Completed Application Assessed by Registrar (and HoF if necessary) Date:	<input type="checkbox"/> HoF or Nominee Assessment Completed Date:
<input type="checkbox"/> Approval of Leave Letter issued by Registrar	<input type="checkbox"/> Signed Approval of Leave Letter returned by Student Date:	<input type="checkbox"/> Paradigm Updated (Date):
<input type="checkbox"/> Refused of Leave Letter issued by Registrar	<input type="checkbox"/> Application, Assessment & Outcome Notification in Student File	<input type="checkbox"/> Closed (Date):
Staff Name:	Sign Here:	Date Signed: (dd/mm/yyyy):

Form Date: 21/02/2018

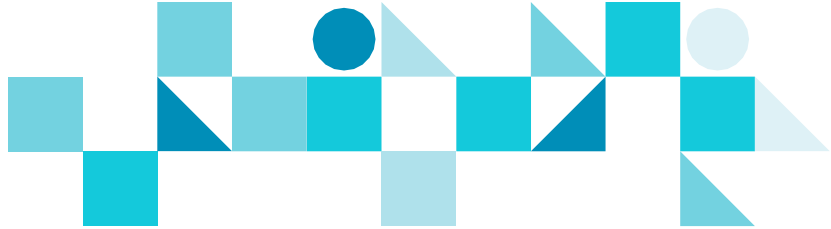


Previous Units of Study for RPL Application

**Part B**  
 All applicants must complete Parts A and B of this form.  
 Please list below the units studied as part of the course(s) identified at Part A for which course credit is sought. Photocopy or duplicate this page if you need to record more units.

**Details of Previous Units of Study (to be completed by Applicant)** | **Macleay College Office Use Only (to be completed by Head of Faculty or nominee)**

Unit Code	Unit Title	Year Completed	Credit Approved (Y/N)	Credit Refused (Y/N)	Exemption (Y/N)	Macleay College Unit Code	Approved Signature



**Previous Units of Study for RPL Application**

**Part C**

*This section is not applicable to Macleay diploma graduates seeking to articulate into a corresponding bachelor degree course*

Demonstrate how the outcomes of previous units of study undertaken match the outcomes of the Macleay units for which credit is sought.

- 1) In the left-hand column, list the learning outcomes from the Macleay 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 Macleay Learning Outcome listed (in the left hand column), identify the matching outcome from the previous unit of study or work undertaken work and how you have met the Macleay outcome for the unit (with reference to attachments) and therefore should be granted credit and the grade of Advanced Standing.
- 3) You may attach any additional supporting documentation (other than the pre-requisite attachments) that you feel demonstrates how you have met the Macleay outcome. The attachments should be clearly identified and attached to this form when submitting.

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

<b>Name of the Macleay Unit</b> (for which credit is being sought):	
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Macleay Learning Outcomes in the Unit Outline	Corresponding Learning Outcome in Previous Unit(s) of Study
a)	
b)	
c)	
d)	
e)	
f)	
g)	
h)	

Form Date: 21/02/2018

