

Application for Credit / Recognition of Prior Learning

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is the assessment process for recognising relevant prior learning by matching an applicant's skills, knowledge and experiences to specific admissions requirements, professional requirements and/or unit or course learning and competency outcomes.

Credit may be granted towards a program at Australian Catholic University (ACU) for:

- Formal learning undertaken at an accredited education provider that leads towards an Australian Qualification Framework (AQF) qualification (or equivalent); and/or
- Non-formal learning which takes place through a structured program but does not lead to an officially accredited qualification; and/or
- Informal learning gained through work, social, family, hobby or leisure activities and experiences.

Types of credit

Credit may be in the form of any one or more of the following:

- Specified credit is credit granted for one or more units of the program. Specified Credit will only be granted if you have previously passed units substantially the same as the unit/s for which Specified Credit is sought.
- Block credit is credit granted for complete sections of a program in an articulation process, equivalent to at least one semester. Block credit will be applied automatically to students with the agreed completed qualification in an articulation pathway but must be granted against a combination of specified and unspecified (elective) units of programs.
- Unspecified credit is credit granted for elective components of programs where previous study does not correspond precisely with components of the program. It cannot be granted in programs which do not contain electives.

How to apply

Once you have accepted your offer and enrolled, you can apply for credit by completing the relevant sections of this application form and submitting it to your School Office with your supporting documents. You can locate Course Coordinator, Advisor and Administrator contact information in your Course Enrolment Guide.

Supporting Documents

You will need to provide certified copies of key documents, such as transcripts of previous study, with your application.

A certified copy is a photocopy that has been endorsed or certified as a true copy of the original document.

If you provide uncertified copies (such as a photo from your phone), your application will be delayed.

And please don't supply original documents as they will not be returned to you.

As well as a certified copy of your transcript you will also need to provide detailed unit outlines of any units studied at another institution, unless you are applying under an articulation agreement.

When to apply

If you need a decision on your Credit application before a study period commences, submit your CR form at least 4 weeks before the study period starts.

All applications should be submitted by week 2 of your first study period.

Notification of outcome

Once your CR form has been processed, a notification email will be sent to your ACU Student Email.

Further information

Please refer to the following sections of the Handbook (<https://handbook.acu.edu.au/handbooks>) for further information and policies regarding applying for credit and recognition of prior learning:

- Academic Regulation 5.4 Credit for previous study or learning
- Recognition of Prior Learning Policy
- Your course rules

Application for Credit / Recognition of Prior Learning

Section A Personal Details	
Family name:	Given name:
ACU student ID:	Preferred phone number:

Section B ACU course for which you are applying for credit	
Course name:	Campus:

Section C Details of formal learning for which credit is sought								
Course name:				Institution name:				
Previous studies				Units to be credited (To be completed by the RPL Adviser)				
Unit code	Unit name	Year completed	Credit points	ACU Unit code	ACU Unit name	Credit points	Approved Y/N	Credit Type S,U or B*

*Credit type: S=Specified unit, U=Unspecified unit, B=Block units

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Section D Details of non-formal and informal learning for which credit is sought

Please provide details of the prior non-formal and informal learning you are applying to receive credit for:

Units to be credited (To be completed by the RPL Adviser)

ACU Unit code	ACU Unit name	Credit points	Credit Type S or U*

*Credit type: S=Specified unit, U=Unspecified unit

Section E Student declaration

I understand that if this application for credit is approved the units specified will be credited towards the course I am enrolled for unless I advise in writing, within 7 working days, that I wish to withdraw this application for credit. I declare that to the best of my knowledge, the information supplied herein is correct and complete and that the documentary evidence supporting this application is authentic. I authorise the University to obtain further information with respect to my application and, if necessary, to investigate the legitimacy of the documentation I have provided. I acknowledge that the submission of incorrect or false information may result in the cancellation of my enrolment. I acknowledge that units for which specified credit is granted will be withdrawn from my enrolment.

Have you previously applied for credit for these studies/prior learning? [Y/N]:

Student signature:

Date:

Section F Decision – School use only

Reason if not approved:

Recommendation:

(only required when the RPL Advisor is not the Course Coordinator or Head of School)

Name:

Signature:

Date:

Course Coordinator or Head of School:

Name:

Signature:

Date:

Executive Dean:

(Approval only required if credit is outside time limit outlined in Academic Regulation 5.4.6)

Name:

Signature:

Date: