

CR (Supp)

Supplementary form for an application for credit based on non-formal and informal learning

Who should use this form?

- Applicants for credit based on non-formal and informal learning must complete the *CR Application for Credit / Recognition of Prior Learning form*. This supplementary form and relevant supporting documentation should be attached to the application.
- Some Schools have specific forms for use by students. If you are applying for non-formal and informal learning in any of the following programs, you are required to contact your School Office in the first instance:
Bachelor of Social Work
Bachelor of Human Services

Notes to applicants

An assessment of an application for credit based on non-formal and informal learning will assess the comparability between the learning outcomes already achieved and the learning outcomes required by the unit(s) for which credit is sought.

Your application must substantiate your claims against the learning outcomes in the relevant units which will allow the Course Coordinator to assess your application. You will need to:

- provide evidence of your relevant knowledge, skills and experience; and
- provide supporting documentation to support your claims.

Making a claim against the learning outcomes in a unit

The AQF levels criteria available at <https://www.aqf.edu.au/aqf-levels> are an indication of the relative complexity and/or depth of achievement and the autonomy required that you will need to demonstrate for the relevant qualification.

Each unit has specific learning outcomes. Applicants should refer to these when writing their claims to achievement of the learning outcomes for each unit.

The following statements illustrate how applicants can demonstrate their relevant knowledge, skills and experience and how it is relevant to each unit. You should explain the relationship between your claims and the supporting documents.

- *As part of my job role, I XXX.*
- *In my workplace, I must communicate regularly with people from XXX backgrounds. When I need to communicate with them, I can do so in a manner that XXX.*
- *I am on the XXX committee and we are responsible for X and achieved YYY.*
- *I worked with a XXXX who had these issues XXXX. I assessed these needs by XXXX and worked collaboratively to the address issues through XXX process with YYY outcome and I learnt XXX.*
- *Doc A shows evidence of my practice in XXX.*
- *Doc G illustrates how I XXX.*

Supporting documentation required

Applicants are required to provide supporting documentation for each unit to substantiate the claims made. It is suggested that you provide 2 to 4 carefully selected supporting documents for each unit. Supporting documents may include de-identified examples of your work, reference letters, performance appraisals, records of training or industry awards. The supporting documents must align with the learning outcomes and substantiate your claims relating to each unit of study for which you wish to obtain credit.

Non-formal learning

The following evidence must be provided:

- a certified copy of a statement of satisfactory completion of the course offered by a professional body, enterprise, or other provider; and
- a statement of the objectives, learning outcomes, content of the course and of any assessment completed; and
- details of the contact hours of the course; and
- information on the course presenter/s and their qualifications.

Informal learning

All, or a combination of, the following evidence must be provided:

- a detailed curriculum vitae and a letter of support from an appropriate person/organisation who/which can verify relevant details; and/or
- certificates, reports, testimonials or affidavits relating to the applicant's learning, skill or competency; and/or
- certified supporting statements from employers; and/or
- if the applicant has been self-employed, a copy of the ABN registration and a letter from an accountant or solicitor certifying the nature of the business and the period during which the applicant has been engaged in the business; and/or
- examples of the applicant's work drawn from the workplace, social, community or other settings in which the applicant applies their learning, skill or competency; and/or
- reflective papers, journals, portfolio or a statement that relate/s the applicant's prior learning to the learning or competency outcomes for which recognition is sought.

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Personal Details

Name:

ACU student ID:

SECTION A: Statement addressing learning outcomes

Complete Table 1 below and list supporting documents in SECTION D as required in "Instructions to Applicants".

1. Claims to the achievement of learning outcomes for each unit

[Unit code]	[Unit title]
1	[insert learning outcome]
	[insert claims to achievement of learning outcomes]
	Assessors notes <i>[for School use only]</i>
2	[insert learning outcome]
	[insert claims to achievement of learning outcomes]
	Assessors notes <i>[for School use only]</i>
3	[insert learning outcome]
	[insert claims to achievement of learning outcomes]
	Assessors notes <i>[for School use only]</i>

Add additional rows as required

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SECTION B: Non formal learning

Complete Table 2 below and list supporting documents in SECTION D as required in "Instructions to Applicants".

2. Structured program completed (that was not part of an officially accredited qualification)

Name of provider	Course name	Contact hours	Year completed	Course objectives

Add additional rows as required

SECTION C: Informal Learning

Complete Tables 3 and 4 below and list supporting documents in SECTION D as required in "Instructions to Applicants".

3. Employment history (for work within last 10-years)

Name, address and phone number of employers	Period of employment		Position held	Full Time/ Part-time/ Casual	Description of Major Duties
	(DD/MM/YY)				

Add additional rows as required

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4. Professional referees (you must provide 2 professional referees who can confirm your skills and knowledge that are relevant to your application)

	Referee 1	Referee 2
Name:		
Position:		
Organisation:		
Phone:		
Mobile phone:		
Email:		

Add additional rows as required

SECTION D: List of supporting documents

5. Supporting documents (clearly labelled as attachments to your application)

Reference No.	Supporting documentation description	ACU unit code
A		
B		
C		
D		
E		
F		
G		
H		

Add additional rows as required