

RECOGNITION OF PRIOR LEARNING (RPL) APPLICATION FORM

This form and attached supporting documentation must be submitted to the Registrar's Office, ACPE, in sufficient time for your application to be assessed and finalised before the Semester census date.
As a guide, submit this form when applying to study with the ACPE.

_____ (Write your Name in print)

_____ (Write your Street Address in print)

_____ (Write your Suburb, State & Postcode in print)

Student to complete this section

ACPE Student No:	ACPE Course:	Contact phone no:
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I am requesting Recognition of Prior Learning for the unit/s stated below on the basis of (tick one box only)

Previous studies (studies must have been undertaken at Associate Diploma level or higher), OR

Previous professional experience, OR

A combination of previous studies and previous professional experience.

DETAILS OF PREVIOUS STUDIES/EXPERIENCE	DETAILS OF ACPE UNIT/S FOR WHICH CREDIT IS SOUGHT
List details of previous Studies and/or Professional Experience for which you are seeking credit: (Incl. Institution name, Course name & relevant units undertaken; and/or Employer or Professional Association and details of experience gained, as applicable).	List CODE & NAME of corresponding ACPE unit/s for which you are seeking credit:
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I have attached copies of supporting documents. **Student's Signature:** _____ **Date:** _____

Supporting Documentation MUST be attached for your application to be considered: (Attach copies - not originals. Documents will not be returned).

- If applying on the basis of previous academic studies, attach certified copies of Academic Transcript or examination results, as well as the sections from the Institution's handbook or syllabus that briefly describe the unit/s studied at the previous institution. Also, (if applicable) attached a certified official English translation of overseas qualifications/ academic records.
- If applying on the basis of previous professional experience, attach a resume that outlines the experience, supported by a letter from your employer/s, and/or professional association, and/or colleagues.

For details on Credit and upper limits refer to Item 4, College's Academic Board Coursework Rules Version 2.1 Approved 12th December 2007

Course Convenor to complete this section (tick as applicable)

	Basis of recommendation	Applicant – please note
<input type="checkbox"/> Full Academic Credit	<input type="checkbox"/> Aust. uni or other Aust. HEP studies or VET - Diploma or Adv Diploma studies AND/OR <input type="checkbox"/> Professional experience	If you are granted Full Academic Credit and enrolled in the unit for the semester, you must withdraw from this unit by lodging an 'Enrolment Variation Form' before the census date, otherwise the full tuition fee is payable.
<input type="checkbox"/> Partial Academic Credit	AND/OR <input type="checkbox"/> Professional experience combined with VET - Cert I, II, III, IV or other certificate level post-secondary studies	If you are granted Partial Academic Credit, you must enrol in the unit and liaise with the unit lecturer to obtain information on the assessment and attendance requirements that you must satisfy for the unit. The full tuition fee is payable.
<input type="checkbox"/> No Academic Credit Granted		
_____ Course Convenor's Signature		
_____ Date		

PRIVACY STATEMENT: The information you provide on this form is bound by the ACPE "Privacy of Personal Information Relating to Students" Policy. This information is collected and held by the ACPE for administrative purposes and activities associated with your enrolment. The ACPE will not disclose your personal information without your consent and without due cause, except as required by law, Government regulations or for the normal operational activities of the College.

Office use only: Course Convenors: Following assessment return form and attachments to Registrar's Office
 Admin: _____ Copy posted to student Lecturer advised (if partial credit) Database updated