

Application for Recognition of Prior Learning (RPL) Form

Use this form to request for previous study from another institution, or for previous ACPE studies, or for past informal or non-formal learning, to be counted towards your current ACPE course

General Information

Policy

Refer to the Recognition of Prior Learning Policy and Procedure on the [ACPE policies page](#) prior to submitting the form.

ACPE course information

Find your course in the [ACPE courses page](#) and check the course brochure which provides the list of units in your course. The unit descriptors may assist you in identifying the units for which you may be able to apply for credit.

Applications

Applications must be made at least 20 working days prior to the census date of the relevant unit's teaching period to allow sufficient time for the assessment to be made prior to the finalisation of your enrolment.

Documentation

You need to provide supporting documents with your application, even if these have previously been provided to the College for other purposes. Your application will be rejected if you submit it without the required documents. Refer to pages 3-4 for the required documents. Scanned documents may be required to be verified against the originals.

Notification of Outcome

Please allow at least 14 working days for processing. You will be notified of the outcome via email to your ACPE email address or personal email address if you have not commenced your course.

Enrolment in the units for which you are seeking credit

If you've submitted the application less than three weeks before the semester starts, you should remain enrolled in the unit/s and attend classes while waiting for the outcome of this application.

If full credit is granted, you must withdraw from the relevant unit on or before the unit's census date. No tuition fee will be charged, and your transcript will indicate that credit was granted for the unit.

If partial credit is granted, you must liaise with the unit lecturer to obtain information on the assessment tasks and any other requirements that you must satisfy for the unit. Tuition fee will be charged for the enrolment. Your transcript will show the grade as calculated from the marks of your required assessment tasks.

International students

If your Confirmation of Enrolment (COE) has not been issued, the College will issue the COE showing the amended course expected end date to reflect any reduction in your course duration. If you have been granted your visa, the College will report the amended course duration in the government system (PRISMS). Regardless of the amount of credit you have been granted, you must undertake a full-time study load each semester to satisfy visa requirements.

Submission of Application including supporting documents

For enrolled students, submit the application in person at the ACPE Front Desk, 10 Parkview Drive, Sydney Olympic Park or email the scanned documents to registry@acpe.edu.au
For applicants, submit the documents to your Student Enrolment Advisor who is the contact person for your application.

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PERSONAL INFORMATION

Surname		Given Name(s)	
Course Name			ACPE ID no. (if known)

Are you an international student/applicant? Yes No

Have you commenced your course at ACPE? (tick applicable box)

Yes. Please note that communication regarding this application will be sent to your ACPE email address.

No. Provide your personal email address: _____

Identify basis for requesting Recognition of Prior Learning for the unit/s stated in this application

(tick applicable box/es and supply additional information)

Previous studies (studies must have been undertaken at AQF Diploma level or higher)

Name of institution: _____ Course: _____

You must complete Table A on page 3.

Previous non-formal or informal learning.

You must complete Table B on page 4.

Tick both boxes above and complete pages 3 and 4 if seeking RPL on the basis of both previous studies and non-formal or informal learning.

APPLICANT/STUDENT'S DECLARATION

I declare that the information provided on this application is true and accurate, and that the third-party official documents I have provided to support this application are true and have not been altered nor falsified.

Signature: _____ Date: _____

Registry staff to complete Date received: _____ Credit (in credit points) previously granted towards this course _____ Initials: _____ Date: _____

Post-assessment: New credit granted Outcome notification sent to (tick one) ___ student ___ SEA (Initials: _____ Date: _____) Tracker updated (Initials: _____ Date: _____)

If applicable: Precedent recorded (Initials: _____ Date: _____) HEIMS fields updated (Initials: _____ Date: _____)

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Table A. Credit sought for previous studies.

Documentation required :

- A certified copy of your official academic transcript (not a results notice or online printout) listing completed units of study and the grade received for each unit of study. This should also include an explanation of the grading system used at the institution.
- For each completed unit of study for which you seek credit: an official unit of study outline for the period in which you completed it, providing the unit code, title, credit point value, content, method of teaching and assessment and the learning outcomes.
- If your original documents are not in English, you need to supply certified official English translation of these documents.
- To receive credit for units of study completed through a previous ACPE course, you do not need to provide your ACPE transcript and unit outlines.

Applicant / Student to complete this section					Office Use Only – ACPE staff to complete this section			
ACPE units for which you are seeking RPL		Units completed at previous institution			SEA / Registry check	Assessment by Head of Department		
ACPE Unit Code *	ACPE Unit Name *	Unit Code *	Unit Name *	Year Completed *	Precedent found in Register? Y/N	FC - Full Credit granted PC - Partial Credit granted NC - No credit granted	If FC, precedent to be entered in the Register? Y / N	Further comments if NC - reasons why credit was not granted or PC - assessment tasks from which student is exempted

Applicant/Student's Signature*: _____ **Date*:** _____ **Assessor's Signature:** _____ **Date:** _____

*mandatory; must be completed by applicant seeking credit for previous studies

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Table B. Credit sought for previous non-formal or informal learning

Non-formal Learning is learning that takes place through a structured program of learning but does not lead to an officially accredited qualification. **Informal Learning** is learning gained through work, social, family, hobby or leisure activities and experiences. It is not organised or externally structured in terms of objectives, time or learning support. (source: AQF Glossary of Terminology)

Documentation required:

- (a) Your resume or personal portfolio stating your work experiences, qualifications, and skills relevant to the learning outcomes of the units/s for which you are seeking credit
- (b) Supporting evidence (must be in English) such as: letter from your employer and/or organisation manager on official letterhead confirming your employment history and position descriptions, certified copies of certificates and statements of attainment from training/professional development courses including information about the course/s, certified copies of results for non-accredited courses including outlines of the course units/subjects/modules

Note: The RPL assessor may contact you to arrange for an interview to confirm that you have obtained the unit learning outcomes from your professional experience.

Applicant / Student to complete this section			Office Use Only – ACPE staff to complete this section	
ACPE units for which you are seeking RPL		Brief description of previous experience	Assessment by Head of Department	
ACPE Unit Code *	ACPE Unit Name *	Brief description of non-formal or informal learning and how these demonstrate your application of the learning outcomes for the unit of study * (use the back page if space below is insufficient)	FC - Full Credit PC - Partial Credit NC - No credit	Further comments if NC - reasons why credit was not granted OR PC - assessment tasks from which student is exempted

Applicant/Student's Signature*: _____ Date*: _____

Assessor's Signature: _____ Date: _____

*mandatory; must be completed by applicant seeking credit for previous non-formal or informal learning