

Application for Course Credit Form

Important Information

This form applies to prospective and current students (domestic and international) who request course credit towards a course of study at Collarts in Recognition of Prior Learning (RPL). It should be read in conjunction with the following policies:

- **Course Credit for Recognition of Prior Learning Policy**
- Monitoring Academic Progression Policy
- Admissions Policies
- Grievance & Appeals Policy

International students on a student visa should be aware that receiving course credit for recognition of prior learning 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 Home Affairs (DHA) via PRISMS in accordance with the ESOS Act and National Code. To check the conditions of a student visa please visit the DHA website at: <https://www.homeaffairs.gov.au> or call 131 881.

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

Grounds for Approval of the Application Request

RPL is an assessment process used to determine the extent to which a student has achieved the required learning outcomes to receive credit towards some units of a course of study at Collarts.

To receive credit towards a Collarts higher education award evidence for one or more of the following must be provided.

- completed university subjects or courses
- completed TAFE or VET subjects at a Diploma level or higher
- completed an accredited Certificate IV or higher
- relevant industry experience to meet learning outcomes

The Application Process

A prospective or current student wishing to apply for RPL to gain admission and/or course credit must submit this *Application for Course Credit Form* and attach at least one or more of the following supporting documentation:

- Official academic transcript(s) of previous courses &/or units of study
- Unit outlines and/or course description including information on learning outcomes, assessment tasks, subject content, reference and reading materials
- Proof of the number of teaching hours & study hours
- Resume, evidence of work, portfolio etc

The above supporting documentation should be attached to the completed form as either copies certified by a Justice of the Peace or presented as originals to Student Services who will copy and witness the documents as true copies, returning the originals to the student. Collarts will only consider an application complete and eligible for assessment if it has been signed and the above documentation attached.

The completed application should be submitted at the time of enrolment where possible. Failing this, applications should be made ten days prior to the commencement date, but no later than five working days before the trimester's Census Date. Any applications received after the Census Date will only be considered for the following trimester.

Assessment & Notification of Outcome

On receipt of your completed application, Collarts will assess the request in accordance with the *Course Credit for Recognition of Prior Learning Policy* and advise you of the outcome in writing within ten working days (or fifteen working days in peak admission and enrolment times).

If the application is approved, the student will receive an email confirming any course credit(s) to be granted. Once the changes to enrolment have been processed, a new timetable will be issued (if applicable). If the granting of course credit(s) affects the course duration for an international student, the change will be reported to be reported to the Department of Home Affairs (DHA) via PRISMS.

If the application is denied, the student will be sent an email outlining the reasons for denying their application and their right to appeal the decision. Students wishing to make an appeal should refer to the Grievance & Appeals Policy which can be accessed via the FAQs section of the Collarts website (students can also access via the MyCollarts student portal at <http://mycollarts.edu.au/login/index.php>).


The application, assessment decision and outcomes will be saved to the student file for record.

Privacy Statement

Collarts is committed to the protection of privacy in accordance with the Privacy Act 1988. Collarts 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 Collarts as a higher education provider. For more information on our approach to privacy, please refer to our Privacy Policy in the Student Handbook.

Lodging the Application Form

Completed application forms, including all supporting documentation are to be submitted to Student Services by one of the following means either, in person at any Collarts campus reception or Student Services Office, by email: support@collarts.edu.au

| LODGEMENT RECEIPT received by Collarts for assessment | |
|---|-------|
| Collarts  | Date: |
| | Name: |
| Student Number: | |

Please retain this cover sheet for your records.

Application for Course Credit Form

PERSONAL DETAILS

First Name: _____ Last Name: _____

Student ID Number: _____ Contact Phone Number: _____

Program: _____

COLLARTS COURSE DETAILS

The Collarts course for which you are applying for Credit/RPL:

PREVIOUS STUDIES DETAILS

| Institution: | Course Name | Completed (Y/N) |
|--|-------------|-----------------|
| | | |
| | | |
| | | |
| <input type="radio"/> Applying for Credit/RPL based on industry experience | | |

If applying for Credit/RPL based on industry experience please detail briefly below

STUDENT DECLARATION

Have you attached the relevant supporting documentation (refer to the instruction sheet to this form for attachment requirements)?

- Academic transcript(s) of previous courses of study including year completed, subjects and grades received
- Unit outlines and/or course description including information on learning outcomes
- Proof of the number of teaching hours and study hours
- Resume, evidence of work, portfolio etc

*Please note your application will not be deemed complete or assessed until this documentation is provided.

AUTHORISATION

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 **Course Credit for Recognition of Prior Learning Policy** as published on the FAQs section of the Collarts website or the MyCollarts student portal at <http://mycollarts.edu.au/login/index.php>.

Student Signature: _____ Date: _____

Head of Program Signature: _____ Date: _____

OFFICE USE ONLY

| | | | |
|-------------|--------------------------------|---------------------------------------|---|
| Staff Name: | <input type="radio"/> Approved | <input type="radio"/> Profile Updated | <input type="radio"/> Notification Sent |
| | <input type="radio"/> Declined | | |

PREVIOUS STUDIES FOR CREDIT/RPL APPLICATION

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

1. In the left-hand column, list the learning outcomes of the Collarts unit for which credit is sought. These should be taken from the most recent unit outline. If you are a prospective student or cannot locate the unit outline, please contact Student Services (support@collarts.edu.au) to obtain a copy.
2. Against each specific Collarts Learning Outcome listed (in the left-hand column), identify the matching outcome from your previous unit of study or industry experience undertaken and demonstrate how you have met the Collarts outcome and therefore should be granted credit and the grade of Advanced Standing for that unit. Please include clear reference to any attachments being submitted as support.

Please note: If applying for Credit/RPL based on industry experience, supporting documentation must match what is referred to in the right-hand column (i.e. If a project, website, form or training is referenced, evidence of this as well as evidence you created it must be provided).

3. You may attach any additional supporting documentation (other than the pre-requisite attachments) that you feel demonstrates how you have met the Collarts outcome. The attachments should be clearly identified and attached to this form when submitting.

| Name or Code of Collarts Unit for which Credit/RPL is being sought: | |
|---|---|
| Collarts Unit Learning Outcomes | Matching Outcome from Previous Study/Experience |
| a. | |
| b. | |
| c. | |
| d. | |
| e. | |

*photocopy this page if you need to record more units