



## APPLICATION FOR CREDIT TRANSFER through Recognition of Prior Learning (RPL)

- This form can be used to apply for **General, Elective or Option Credit, Unit Transfer, Unit Exemption, Designated Unit.**
- You will receive official notification of the outcome via Official Communication Channel (OCC) on Oasis.
- Please read the information on the back page before completing this form.

### PERSONAL DETAILS

Family Name

Given Names

Curtin ID

Date of birth  /  /   
d d / m m / y y y y

Contact Telephone  Mobile phone no.

If you are NOT a current Curtin University student then please provide your email

Current Course Code

Current Course Title

Course Stream/Major/Minor

Are you an international student on a student visa?  Yes  No If 'Yes' please read 'International Students' section on back page.

#### Course Switching

Are you switching from an incomplete Curtin University course to another Curtin course:  Yes  No

**Form of Credit Transfer being requested** (see explanation on back page) Please tick appropriate box:

- Unit Transfer  Unit Exemption  General Credits  
 Designated Unit (from external partner)  Elective or Option Credits  Not sure

Are you currently enrolled in a unit/s for which you are applying for credit?  Yes  No

If 'Yes', and if you received official notification via OCC that you have been granted credit, it is your responsibility to ensure you have been withdrawn from these units BEFORE THE CENSUS DATE of the unit. Otherwise you will still be liable for the fees/debt and Student Learning Entitlement usage.

### APPLICANT DECLARATION

I have submitted the necessary official original/certified documentary evidence in support of my claim. I acknowledge that submitted documents will not be returned to me. I authorise the University to obtain verification of any statements or documents included as part of this application and to reproduce any attachments provided with this form for administrative purposes only.

I have read the information on the back page.

I acknowledge it is my responsibility to submit this application in sufficient time for processing prior to any enrolled unit census date.

I acknowledge it is my responsibility to ensure I receive a revised study plan if this is required due to the granting of credit. I understand I must attend all enrolled classes until I receive notification of the outcome of this application.

I hereby certify that the information provided in this application is true and correct.

*Please keep a copy of this application and supporting documentation for your records.*

Signature of Applicant:

Date:



# RECOGNITION OF PRIOR LEARNING BASED ON WORK/LIFE EXPERIENCE

You must attach the following documents to support your application for RPL credit based on work/life experience:

- Personal statement describing how your work/life experience relates to your present course or a particular unit in your present course: in particular, how your experience addresses the content of unit/s for which you are requesting exemption.
  - Curriculum Vitae.
- If your application is based on work experience you must also attach:
- A statement of duties and responsibilities including your official title and dates employed.
  - A statement from your employer/s describing your duties and responsibilities. This must be in sufficient detail to ensure that the RPL Assessor will be able to relate these competencies to the unit/s for which you are requesting exemption.

Name of Company	
Address of Company	
Brief description of company's activities	

## OFFICE USE ONLY - ASSESSMENT AND APPROVAL SIGNATURES

Signature of FACULTY APPROVING OFFICER:	
Name of Faculty Approving Officer: <small>(please print)</small>	
Date:	

It is the **Course Coordinator's responsibility** to ensure the student's study plan is amended appropriately if Credit Transfer is granted. If the student is being granted general or option/elective credit this is not unit specific. The student must therefore be given a revised study plan.

The applicant will be officially notified of the outcome of their application through the Official Communication Channel by the RPL Officer in the University Admissions Centre or approved RPL Officer in the Faculty (such RPL Officers must be approved by the Director, Student Services). No communication should occur with the student concerning the possible or actual outcome of this application prior to the applicant receiving official notification.

NOTES:	

## OFFICE USE ONLY - PROCESSING

<input type="checkbox"/> Student approved to graduate	<input type="checkbox"/> Student currently enrolled in units approved for RPL
<input type="checkbox"/> Course SPK has been amended by Faculty to accommodate RPL	<input type="checkbox"/> New eCOE required

Initials & Date

File tracking recorded:	
Processed by:	
Educ. background input:	
Checked:	
OCC sent:	
Completion approved:	

## PERSONAL DETAILS

**Applications must be received three weeks before the commencement of semester.**

- If this application is not submitted in sufficient time to be assessed and processed prior to the census date of any enrolled units for which you are requesting Credit Transfer then you will still be liable for any fees, debt or Student Learning Entitlement incurred for the enrolled unit/s.
- Lodge your application with your Faculty Student Service Office along with all supporting documentation and the receipt for any late fee (payable at the Cashier) if applicable.
- A late application fee applies if urgent processing is required for graduation.
- An application fee applies for Degree by Incorporation.

**Supporting documentation.** For units not studied at Curtin University you must attach the following or your application may be returned to you which will affect the time taken to assess and process your application :

- Unit Outlines for each unit studied for which you are requesting Credit Transfer.
- You must complete the contact hours for EVERY unit in the RPL Assessment Details table.
- Original or correctly certified documents to confirm your completed study/work experience. See the University Admission Centre Certification Guidelines at [http://students.curtin.edu.au/local/docs/certification\\_guidelines.pdf](http://students.curtin.edu.au/local/docs/certification_guidelines.pdf).
- For formal study you must attach a certified copy of your official academic transcript with marking key.
- For RPL assessment of work experience you must supply further documentation. Please see appropriate section on previous page.
- If the original document is not written in English an official translation from a recognised translation service must also be provided.

**Brief overview of Credit Transfer policies and process.** Please read the Admission & Enrolment Manual at <http://policies.curtin.edu.au/policies/students.cfm> for full details.

- A maximum of 2/3 of the credit value of your Curtin course or the duration of the course less one year, whichever is the greater, may be granted for previous study. (This may be less in some Faculties.)
- Authority to approve Credit Transfer, which is compliant with RPL Policy, rests with the relevant Faculty Pro Vice-Chancellor.
- Previously studied units must be completed and have been studied 7 years or less prior to your application.
- Professional or life experience must be directly relevant to the unit for which RPL assessment is sought and a maximum of 1/3 of the credit value of your course or one year of course duration, whichever is the lesser, may be granted for this type of RPL.
- Credit Transfer will not usually be granted for study below Australian Qualifications Framework higher education level i.e. Diploma and above.
- Credit Transfer will not be granted based on units which themselves were the outcome of being granted a Credit Transfer.
- Previously studied units can only be used once in any particular course for Credit Transfer.
- You must obtain a revised study plan if the granted Credit Transfer affects your study program.

### Forms of Credit:

- **Unit Transfer** is granted on the basis of completed study equivalent to a specific unit in your current course. If the transfer is of identical units from one Curtin course to another Curtin course the transferred unit will show on your Academic Transcript with the unit title, credit points and a grade/mark.
- **Credit Exemption** is granted on the basis of completed study or work experience which relates specifically to the content of a particular unit. Such credit exemption will show on your Academic Transcript as the unit title and credit in the 'RPL' section.
- **General or Option/Elective Credit** is granted on the basis of completed study or work experience but is not unit specific. Such credit will show on your Academic Transcript as a specific number of credit points.
- **Bulk Transfer of Units** is granted towards a whole stage or time period based on unit equivalence. The units will show on your Academic Transcript with the unit titles, credit points and a grade/mark.
- **Designated Unit credit** is granted on the basis of completion of an identical Curtin University unit through one of the partners of Curtin University. The unit will show on your Academic Transcript with the unit name, credit points and a grade/mark.
- **Degree by Incorporation** usually occurs through an approved collaborative partnership with another institution or, in exceptional circumstances approved by the Director, Student Services, it allows a student to graduate with a lower level or alternative award from their enrolled award. The units will show on your Academic Transcript with the unit name, credit points and a grade/mark. To apply for this you must complete the form 'Application for Award - Degree by Incorporation' rather than this form.

**Notification:** You will be notified through the Official Communication Channel (OCC) of the outcome of your application. Any indication from any other source prior to this official communication, regarding the outcome of this application, is an indication only and should not be viewed as the official outcome. If you are not granted the requested Credit Transfer you will be informed of the reason for the rejection. You must not consider that your credit transfer has been granted until you have received official notification via OCC in Oasis. It is a condition of your enrolment that you check the OCC at least once a week.

**International Students:** Granting of credit transfer may affect your course duration. The revised course duration and course completion date will be reported to the Dept of Immigration and Citizenship.

**Appeals:** If you believe your application has not been fully or fairly assessed you may request a review of the application and may lodge a formal written appeal within 10 working days of receipt of notification of the outcome of your application to the Manager, University Admissions Centre, Student Central. Please discuss your concerns initially with the relevant Faculty Assessment Officer. For further information please see the Admission & Enrolment Manual at <http://policies.curtin.edu.au/policies/students.cfm>.