

Application for Credit Transfer / Recognition of Prior Learning

IMPORTANT INFORMATION

Credit Transfer may be granted for courses that are offered at Leaders.

- **Credit Transfer for previous studies** may be granted where the content of units studied elsewhere is assessed as demonstrating substantial equivalence in the level of study, learning outcomes, and study duration of the units required to be completed in the courses of study at Leaders.
- **Exemption** may be granted where the content of units studied elsewhere is largely similar, but not identical, to the content of units required to be completed in the courses of study at Leaders. Exemption constitutes the waiver of the requirement to complete a specific required unit(s) but requires you to complete another unit towards your course.
- **Recognition of Prior Learning (RPL)** is the process of assessing knowledge and skills developed through other learning, – informal studies or work-related learning, to determine whether the skills and knowledge contribute to meeting the learning outcomes and assessment criteria of a unit at Leaders.

Conditions

- Leaders Academic Board or delegated authority will determine the amount of credit that may be granted and transferred to each award course as outlined in the Credit and Recognition of Prior Learning Policy.
- Specified credit can only be granted for studies completed within ten years of the time of application for credit.

1. PERSONAL INFORMATION

Family name:	Given name:
--------------	-------------

Student ID number	Contact Number and Email:
-------------------	---------------------------

Course of study:

2. PREVIOUS STUDIES

Institution name	Course title (eg Bachelor of Arts)

3. PROFESSIONAL EXPERIENCES WHICH FORM THE BASIS OF APPLICATION

Institution name / Industry / Workplace	Course title / Industry Award

4. UNIT EQUIVALENCE TABLE

After reviewing the structure of your course of study, use this section to identify the units in your course which you are requesting to have assessed for credit and the corresponding units you have already completed. Please attach additional sheet if you require more space.

Units completed at other institution(s)			Equivalent Leaders Unit
(a) Institution	(b) Unit Code	(c) Unit Title	(d) Unit Code

5. DOCUMENTATION

The following documentation **MUST** be provided with this application:

CREDIT TRANSFER

- A certified copy of the **Official Statement of Academic Record** from the institution(s) at which the previous studies were undertaken. Student Administration can certify copies if required. This documentation is to be provided in English. **Note:** Semester result notices are not considered to be an official record
- **Course synopses** for all unit(s) for which you are seeking Credit Transfer, including unit values, academic level and hours. In considering applications, the academic assessor should be able to discern the:
 - Unit value of the course undertaken
 - Level of the course (introductory or advanced)
 - Number of hours contact / instruction undertaken including content covered (eg. weekly lecture schedule)

RECOGNITION OF PRIOR LEARNING

This would normally comprise a portfolio containing a range of supporting materials, and evidence attesting to the student having met the learning outcomes of the identified course, such as

- Work based Curriculum Vitae
- Essays
- Certified copies of Professional References
- Certified copies of Industry Awards
- Reports
- Workplace documentation, such as position description, third party reports (performance, plan and reports)
- Work samples, professional development activities

Note: This application will **NOT** be considered until all supporting documentation has been submitted.

6. STUDENT DECLARATION

I declare that to the best of my knowledge the information supplied is correct and complete. I acknowledge that incomplete information may result in the application being returned to me. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications and I declare that the official academic records provided are a true record of my academic results.

Student signature: _____ Date: _____

APPLICATION OUTCOME

Once you have submitted your application, with supporting documentation:

- Your application will be assessed
- You will be notified of the outcome to your **nominated email account**

PRIVACY STATEMENT

Leaders collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the Privacy and Personal Information Policy & Procedure: <http://leaders.edu.au/policies.html>

Office Use Only:

Credit Transfer Approved:

Date of Approval:

Name of Approver:

Signature: