

## Recognition of Prior Learning (RPL)

Adelaide Institute of Higher Education (AIHE) will recognise prior learning, and grant credit for that learning, provided it is relevant, current and equivalent to the learning required for the AIHE course. Specified or unspecified or block credit may be granted to a student in respect of studies undertaken elsewhere or work experience to fulfil partially the requirements of any coursework course of AIHE.

## Types of Credit

Credit may be in the form of any one or more of the following:

- Specified credit – Credit granted on the basis of formal learning to a specific component of a qualification. Specified credit for a subject or subjects will be awarded where the prior study or work experience indicates the achievement of the learning outcomes of the subjects concerned.
- Block credit – credit granted to exempt a student from multiple subjects within a course, based on the completion of a different qualification. Block credit will be awarded for prior study of a similar standard in a program of studies which has an equivalent to one offered at AIHE.
- Unspecified credit – Credit granted for prior study from another institution that is of a similar standard to work at AIHE, but for which there is no direct course equivalent. Unspecified credit will be awarded towards the completion of the course for prior study or work experience of a similar standard to the course of enrolment, but for which there is no direct subject equivalent.

## How to Apply

1. Complete Sections 1—5 of this application form.
2. Attach the required documentation as set out in Section 4 of the Credit and Recognition of Prior Learning (RPL) Procedure including certified copies of documents where stated. Please do not supply original documents as they will not be returned.
3. Lodge the form with your supporting documentation to AIHE via email, in person or by post.

Via email: [info@aihe.sa.edu.au](mailto:info@aihe.sa.edu.au)

### In person:

Adelaide Institute of Higher Education  
Level 5, 127 Rundle Mall, Adelaide SA 5000

### By post:

Adelaide Institute of Higher Education  
PO BOX 3332, Rundle Mall, Adelaide SA 5000

## When to Apply

For a decision regarding a credit/recognition of prior learning application before commencement of a study period, the application should be submitted **with** the Enrolment Application Form or at least four (4) weeks prior to the commencement of a study period.

All applications should be submitted no later than the census date in the first semester of the student's enrolment in the course.

## Notification of Outcome

Once your application for credit / RPL has been processed a notification will be sent to your AIHE student email.

## Further Information

Please read the following for further information and policies relating to applying for credit and recognition of prior learning:

- Credit and RPL Policy and the related Credit and RPL Procedure
- AIHE Student Handbook for your course rules.

## Checklist for Applicants

Please attach relevant documentation to ensure your application is assessed promptly.

- An original or copy of your academic transcript for HE awards (associate degree and above) including a description of the grading system.
- A copy of your statement of attainment for completed VET awards (diploma and above).
- Syllabus/subject outlines for previous study including details of contact hours, assessment requirements, content, assessment tasks and textbooks used. Information provided must relate to the year in which you completed the subject.
- If you are submitting an overseas transcript, please include a certified English translation of the transcript.
- Evidence supporting your statement relating to prior informal and non-formal learning (Section 4b) which may include certified copies of training certificates and/or a signed letter from your employer on company letterhead verifying the information you have supplied.

Please refer to the Document Certification Guidelines at

<https://www.education.gov.au/guidelines-certification-documents> for information about who can certify your documents.

SECTION 1. Personal details	
Family name:	Given name:
AIHE student ID:	Preferred name:
AIHE student email	Phone number

SECTION 2. AIHE course for which you are applying for credit	
Course name:	Course code:

SECTION 3. Details of previous study for which credit is sought					SECTION 3a. Details of credit being sought								
Course name:												To be completed by AIHE staff	
Institution name:													
<b>Previous studies</b>					<b>AIHE subjects</b>								
	Unit code	Unit name	Year completed	Credit points	AIHE Subject code	AIHE Subject name	Credit points	Approved Y/N	Credit type S, U or B*	Approved Y/N	Credit type S, U or B*		
1													
2													
3													
4													
5													
6													
7													

\* Credit type: S=Specified credit; U-Unspecified credit; B=Block credit

SECTION 4. Details of non-formal and informal learning for which credit is sought				SECTION 4a. Units to be credited				To be completed by AIHE staff	
Please provide details of the prior non-formal and informal learning you are applying to receive credit for:				AIHE Subject code	AIHE Subject name	Credit points	Credit type S or U*	Credit points	Credit type S or U*

\* Credit type: S=Specified credit; U-Unspecified credit

<b>SECTION 5. Student declaration</b>	
<p>I understand that if this application for credit is approved the units specified will be credited towards the course I am enrolled for unless I advise in writing, within 7 working days, that I wish to withdraw this application for credit. I declare that to the best of my knowledge, the information supplied herein is correct and complete and that the documentary evidence supporting this application is authentic. I authorise AIHE to obtain further information with respect to my application and, if necessary, to investigate the legitimacy of the documentation I have provided. I acknowledge that the submission of incorrect or false information may result in the cancellation of my enrolment. I acknowledge that units for which specified credit is granted will be withdrawn from my enrolment.</p> <p>If I am an international student on a student visa, I understand that if credit is granted:</p> <ul style="list-style-type: none"> <li>- this may shorten the duration of my CoE which may affect the duration of my student visa; and</li> <li>- this may affect whether I am deemed to be a part-time or full-time student each semester.</li> </ul>	
Have you previously applied for credit for these studies/prior learning? [Yes or No]	
Are you in your final semester of study? [Yes or No]	
Student signature:	Date:

<b>SECTION 6. Decision and Head of School Declaration – AIHE use only</b>	
Reason if not approved: <i>Ensure any subjects listed above not accepted as credit are crossed out</i>	
Revised Course completion date:	<input type="checkbox"/> New domestic student study plan attached (at least 12 months) <input type="checkbox"/> New international student study plan attached (remainder of program)
Head of School signature:	Date:
<b>Remarks</b>	
Credit reviewed as:	<input type="checkbox"/> Non-Precedent <input type="checkbox"/> Precedent Credit Agreement ID No:
Reviewed by:	Date: