APPLICATION FOR ACADEMIC CREDIT AND RECOGNITION OF PRIOR LEARNING (RPL)

1. Personal Information			
Student Number [OFFICE USE ONLY]:			
Family Name:	Given Name/s:	Title ☐Mr. ☐Mrs.	☐Miss ☐Ms.
Date of Birth: / /	Gender: ☐ M ☐F		
Email:	Mobile:		
Course Code:	Course Name:		

Student to fill the below information

2. Exempted Units (all fields are mandatory)			
Previous Institution	Unit Code/Name	Year of Successful Completion	Equivalent SPI Unit/s Code

OFFICE USE ONLY		
Previous Institution	Equivalent SPI Unit/s Granted	Credit Points Granted
Assessor Name: Assessor Signature:		Date: / /

Note: The Academic Dean (or the delegated authority) will make a decision and notify Student Services about the outcome and reasons within 10 working days from the receipt of a valid and complete application. Students will be advised by Student Services in writing of the decision with the reasons, within 5 working days of the date of the decision being made.

3. Applicant Declaration

I have read the "Essential Information" outlined below and declare that the information provided by me is correct and complete to the best of my knowledge.

Student Signature:	Date: / /

4. Essential Information

Academic Credit and/or Recognition of Prior Learning (RPL):

- The assessment of academic credit and/or prior learning is based on an evaluation of the evidence presented.
- Prospective students must provide evidence of their previous study and/or working experience who wish to apply for academic credit and/or RPL.
- Students need to provide the following evidence to support the application:
  - A certified copy of academic transcript/completion letter or equivalent;
  - An official and detailed unit outline of each unit for which unit the applicant is seeking credit, including:
    (a) unit details (institution details, unit name and code);
    (b) semester/year of study when the unit was studied;
    (c) number of contact hours per week;
    (d) unit description and weekly topics covered in the unit;
    (e) assessment structure; and
    recommended reading materials including textbooks
- No Recognition of Prior Learning will be granted for prior learning was completed more than 5 years previous to the time of initial enrolment. Further information regarding evidence requirements can be found in the SPI Academic Credit and Recognition of Prior Learning Policy.
- SPI recognises the equivalent statements of attainment and qualifications issued by Registered Training Organisations or Higher Education Providers across Australia. In addition, we also recognise overseas qualifications if the qualification can be verified by the National Office of Overseas Skills Recognition (NOOSR).
- Where documents, in their original form, are not available in English, a notary public certification of authenticity and official English translation must be provided with the copy.
- All provided documents are to be original documents or certified copies, credit for RPL cannot be granted without sighting original documents or certified copies.
- Prospective students shall be informed of the outcomes of their Academic Credit and RPL applications in the Offer Letter and where necessary fees will be adjusted accordingly. Any conditions of the RPL approval shall be stated in the Offer Letter.
- In the case of international students, a Confirmation of Enrolment (CoE) shall be issued subject to the consideration and approval of any RPL application.
- All Academic Credit and RPL applications and the related supporting documents must be submitted by the census day of each teaching period for any application for granting of credit points in the same teaching period.
- I declare that all the information on this form is correct and complete in every detail, the supplied documents are legitimate, and I understand any inaccurate information provided could lead to the non-acceptance of my application.
- I have read SPI's *Academic Credit and Recognition of Prior Learning Policy* and understand that if Academic Credit or RPL is granted, it will lead to a change in course duration and fees structure, that resulting in a change of CoE in PRISMS.
- I authorise SPI to obtain further supporting information or official student records from any other institutions where necessary in regard to my application.

Lodging This Form

Students may be contacted by the SPI Admissions Team for further documentation or evidence as part of the assessment process. If necessary, you may require to attend an interview to discuss the application. You will need to make an appointment with Academic staff with the required original academic documents.