

APPLICATION FOR CREDIT FOR PRIOR LEARNING (CPL) FORM

Students in award courses may apply for CPL, regardless of where that learning was achieved or whether that learning was achieved through formal, informal or non-formal learning.

Vocational Courses only: A fee of \$500 per unit of competency is charged for applications for CPL for informal or non-formal learning. Application processing will not commence until fee payment and the submission of all evidence. Application outcomes will be advised in writing within **ten working days**. There is no fee for credit transfer (credit for formal learning) CPL applications.

Application Steps for students:

1. Lodge *Application for Credit for Prior Learning Form* by the end of week 1 of the course (Vocational Smart & Skilled Funded students, before the course starts).
2. Complete the below form for each subject / unit of competency for which you are applying for CPL. This form may be adjusted for multiple applications from the same student (by duplicating pages 3-4). CPL will only be granted for an entire subject / unit of competency.
3. **Attach supporting documentation/evidence*** - refer to the *Credit for Prior Learning Policy* for examples of evidence.
4. **Submission options:**
 - *Hand in at:* UOW College Customer Service desk (Ground Floor, Building 30, UOW)
 - *Mail to:* UOW College (Credit for Prior Learning Applications)
Building 30, Northfields Avenue, University of Wollongong
Wollongong NSW 2500
 - Please note we no longer accept email submissions of this form.

***Students transferring between UOW College courses or seeking course credit from UOW courses are not required to submit any supporting documentation.*

Student Personal Details					
Student Number					
Family Name					
First Name					
Email@uowmail.edu.au Other.....				
LIST OF CREDIT BEING APPLIED FOR				OFFICIAL USE	
UOWC Subject Code	UOWC Subject Name	Formal / Informal / Non-formal Learning	Previous Institution and subject (if applicable)	UOWC VET SMP code	Approved
					YES/NO
					YES/NO
					YES/NO
					YES/NO
					YES/NO
Student to Sign and Date Application					
Signature					
Date					

PAYMENT DETAILS TO BE COMPLETED FOR VOCATIONAL RECOGNITION OF PRIOR LEARNING (RPL) APPLICATIONS ONLY (excluding Credit Transfer applications)

Note: Fee is \$500 per unit of competency.

Payment by Credit/Debit Card

TO: UOW College

FROM: _____

Student Number (if applicable): _____

Reason for credit card Payment: Application for Credit for Prior Learning (RPL)

I hereby authorise UOW College to debit my credit card for \$AU _____

└ MasterCard

└ VISA

Card Number:

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Expiry Date: _____

Name of Cardholder (please print): _____

Signature of Cardholder: _____

UOW College does not accept payment by AMEX cards.

Payment by EFTPOS

Student to see the Vocational Finance Officer in Building 39A.

OFFICE USE ONLY:

Accepted and processed by: _____

Date processed: _____

COMPLETE FOR ALL APPLICATION TYPES

Approval / Non-Approval (mandatory section)			
Approved	Reason		
YES / NO			
International Student Implications	Does the outcome of this CPL request reduce the student's course duration? Please circle: YES / NO / Not Applicable If yes, the course end date is now: ____/____/ 20____. A revised Confirmation of Enrolment (CoE) will be issued to the student accordingly.		
Head of Program Name & Signature			
Date			
Student Notification of Decision Outcome			
<p>Student notified of decision outcome on: / /</p> <p>I confirm that a record of the decision of this credit for prior learning request has been provided to me. I understand that if I am not satisfied with the decision, I may initiate a Stage 1 grievance under the UOW College Student Grievance Policy.</p> <p>Student signature:..... Date:</p>			
OFFICE USE ONLY			
<i>Action</i>	<i>Date</i>	<i>N/A</i>	<i>Responsibility</i>
SAI / CRM noted (approval / non-approval of application)			Program Support / Admissions
Credit entered on student systems (Admissions / SAI / CRM / EduPoint)			Admissions Officer / Program Support / Vocational Systems
Student unenrolled on student systems (SAI / EduPoint, where relevant)			Program Support / Vocational Systems
Course Progress Spreadsheet / Master list updated			Program Support
Admissions notified (where relevant): e-mail			APM / Program Support
Where decision outcome changes course duration, revised CoE issued and change in course length reported in PRISMS			Admissions
Course / fees adjusted on Fees Revenue and/or EduPoint systems			Finance / Vocational Systems
DIBP advised (where relevant)			Student Advisor
Decision record and evidence placed on student's electronic file (Voc shared drive or CRM for Academic)			Program Support
Academic only: Decision record and evidence saved on Academic Quality shared drive			Academic Program Manager
Credit for Prior Learning Register updated			APM / Vocational Program Support