



CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING (RPL) - APPLICATION FORM

This form should be completed in accordance with the *Credit Transfer and Recognition of Prior Learning Policy* which can be viewed via the UOW College website.

INSTRUCTIONS FOR ALL STUDENTS

1. Complete all relevant sections and sign and date form.
2. **Attach full, original documentation or certified copies of supporting evidence.** Refer to the *Credit Transfer and Recognition of Prior Learning Policy* for examples of evidence.
3. Students transferring between UOW College Australia courses or seeking course credit from UOW courses are **not** required to submit any supporting documentation.
4. Application outcomes will be advised in writing within ten (10) working days.

SUBMISSION OPTIONS:

Email to:

college-compliance@uow.edu.au

Hand in at:

UOW College Australia
Customer Service desk
(Ground Floor, Building 30)
or for Vocational Students (Building 39A)

Mail to:

UOW College
Credit Transfer and RPL Application
Building 30, Northfields Avenue,
University of Wollongong
Wollongong NSW 2500

IMPORTANT INFORMATION FOR VOCATIONAL STUDENTS ONLY:

1. For students wanting to enroll in Vocational Smart and Skilled funded courses, it is recommended that RPL applications are lodged **prior to course commencement**. For all other students, applications should be lodged by the end of week one (1) of your course.
2. A fee of \$500 per unit of competency is charged to assess an application for recognition of informal and/or non-formal prior learning. There is no fee for applications submitted for credit transfers (recognition of formal prior learning).
3. An invoice for the application processing fee may be provided to the student in person at the UOW College Customer Service Desk or via email or post. Details of payment options will be included on the invoice.
4. Application processing will **not** commence until fee payment (if applicable) and the submission of all evidence.
5. For the Diploma of Nursing, the College may require more than ten (10) working days to process an application in cases where the College is required to seek approval from ANMAC to grant the credit transfer or recognition of prior learning.
6. Credit Transfers will only be granted for an entire subject / unit of competency.

Privacy: UOW College Australia is committed to protecting your privacy. The information provided in this form will be managed in accordance with the UOW Global Enterprises Privacy Policy (which can be viewed via the UOW College website) and will only be used for the purpose of processing your application for credit transfer or recognition of prior learning.



STUDENT PERSONAL DETAILS

Student Number	
Family Name	
First Name	
Email	
Address	
Telephone No:	

CREDIT TRANSFER DETAILS (Recognition of Formal Prior Learning)

Name of Previous Institution (if applicable)	
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UOWCA Subject Code	UOWCA Subject Name	Subject Code/Name at Previous Institution	Year Completed	OFFICE USE VET SMP Code

STUDENT SIGNATURE

_____ Student Signature	_____ Date
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**RECOGNITION OF PRIOR NON-FORMAL AND INFORMAL LEARNING
(TO BE COMPLETED BY STUDENT)**

SUBJECT EQUIVALENCE EVALUATION
This pages may be copied and used for multiple applications by the same student within the same course.

UOWCA Subject Code	
UOWCA Subject Name	
Institution Subject	
UOWCA VET SMP Code	

Details of Evidence:

STUDENT SIGNATURE

Student Signature	Date
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OFFICE USE ONLY (FOR ASSESSOR TO COMPLETE)

Assess and Advise Equivalence	Equivalent to UOWCA Subject	Notes/comments
Learning outcomes	YES NO	
Content	YES NO	
Volume of learning	YES NO	
Learning and assessment approaches	YES NO	
Other	YES NO	



ASSESSOR DETAILS	
Name	
Position	
_____ Signature	_____ Date
APPLICATION OUTCOME (Mandatory Section – Must be completed for <u>all</u> applications)	
APPROVED	NOT APPROVED
Reason(s) for decision and actions required (if any):	
International Student Implications	
Does the outcome of this application reduce the student’s course duration?	
YES	NO Not Applicable
If ‘YES’ the new Course End Date is now: <i>A revised Confirmation of Enrolment (CoE) will be issued to the student accordingly</i>	
Head of Program Name	
_____ Signature	_____ Date
Student Notified of Decision Outcome on:	
INTERNATIONAL STUDENT ACCEPTANCE	
I confirm that a record of the decision of this application 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 College’s <i>Student Grievance and Appeals Policy</i> .	
_____ Signature	_____ Date



OFFICE USE ONLY			
Action	Date	N/A	Responsibility
Outcome noted in SAI / CRM (Approval / Non-Approval of application)			Program Support / Admissions
Credit details entered in student systems (Admissions / SAI / CRM / Axcelerate)			Admissions Officer / Program Support / Vocational Systems
Student un-enrolled in student systems (Axcelerate etc.)			Program Manager / Vocational Systems
Course Progress Spreadsheet / Master List Updated			Program Support
Admissions notified via e-mail (where relevant):			APM
If Decision Outcome Changes Course Duration: 1. Revised eCoE issued and 2. Change in course length reported in PRISMS			Admissions
Course / Fees adjusted in Fees Revenue and/or Axcelerate System			Finance / Vocational Systems
Department of Home Affairs 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 electronically on Academic Quality shared drive			Academic Program Manager
Credit for Prior Learning Register Updated			APM / Program Support