

**Recognition of Learning for Credit - Student Form – Form AG118-2**

**Students use this form to apply for credit transfer, cross credit or recognition of prior learning. Below is a table to help you decide which category to apply for. Discuss with the Programme Secretary and/or your Tutor, then complete the form overleaf.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of credit** | **Definition** | **Authenticated evidence required** | **Notes** |
| **Credit transfer** | Recognition of credit already gained for the same course at EIT or elsewhere | Academic transcript showing course completion | The evidence should usually show the course is completed within the past five years. The PC may make an exception to this. |
| **Cross credit** | Recognition of credit already gained for a course with similar learning outcomes completed at EIT or elsewhere | Academic transcript showing course completion  Course descriptor showing aims/content and learning outcomes | The evidence should usually show the course is completed within the past five years. The PC may make an exception to this. |
| **Recognition of prior learning (RPL)** | Recognition of other types of learning besides formal study, although a component of prior formal study may form part of the evidence | Examples:   * employer attestation * assessor notes * curriculum vitae * course awards * academic transcript showing course completion * course descriptor showing aims/content and learning outcomes | Types of prior learning that may be recognised include work experience, other life experience, professional development courses and informal study. Components of formal study toward a qualification can form part of a RPL application, but an application that consists solely of learning gained from formal study is treated as a cross credit or credit transfer.  An interview may be required.  You will be required to pay a fee for the assessment of your RPL application. |
| **Level placement (LP)\*** | “bulk” credit recognition, based on the relevant graduate profile, allowing direct entry into a 2nd or 3rd year of study | As above for cross credit and/or RPL | As above for cross credit and/or RPL  \*LP is not available in every programme. Please get advice from the Programme Coordinator if you can apply for LP. |

|  |
| --- |
| **Complete Sections A and B, and then whichever of Sections C to E are applicable. Please print clearly. An incomplete form will delay the process. Hand/email the completed form to the Programme Secretary.** |

|  |  |  |
| --- | --- | --- |
| **SECTION A: PERSONAL INFORMATION** | | |
| **Name:** | **Student NSN number:** | **Phone number:** |
| **Postal address:** | | **Email:** |
| **Programme enrolled in:** | | **Lecturer/Tutor name:** |

|  |  |  |
| --- | --- | --- |
| **SECTION B: WHAT ARE YOU APPLYING FOR?** | | **LIST EVIDENCE ATTACHED** |
| **□** | **Credit transfer [Complete Section C below.]** |  |
| **□** | **Cross credit [Complete Section D below.]** |  |
| **□** | **Recognition of prior learning [Complete Section E below.]** |  |
| **□** | **Level placement [Complete Sections D and/or E below.]** |  |

|  |  |
| --- | --- |
| **SECTION C: CREDIT TRANSFER** | |
| **Course code and title** | **Date course completed** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Student signature:** | **Date:** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION D: CROSS CREDIT** | | | | | | | |
| **I wish to cross credit from the course/s below.** | | | | | **I wish to cross credit to the course/s below.** | | |
| Course Code and Title | Level | Institute | Credits | Year Completed | Course Code and Title | Level | Credits |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Student signature:** | | | | | **Date:** | | |

|  |  |  |
| --- | --- | --- |
| **SECTION E: RECOGNITION OF PRIOR LEARNING\*** | | |
| **I wish to have prior learning considered for the course/s below.** | | |
| Course Code and Title | Level | Type of evidence provided |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Signature:** | | **Date:** |

\* Note that further evidence may be required by the Assessor, in which case they will develop an RPL Action Plan in consultation with you. If you then fail to provide the evidence required by the Action Plan, the application will not be approved.

|  |  |
| --- | --- |
| **Document information – Office use only** | |
| **Document Name** | Recognition of Learning for Credit - Student Form |
| **Document Number** | AG118-2 |
| **Executive** | Student and Academic Services Director |
| **Owner** | Student and Academic Services Director |
| **Developer** | Senior Education Advisor - Quality |
| **Review Frequency** | 24 |
| **Last Review** | 27/01/2020 |
| **Next Review** | 27/01/2022 |
| **Related Items** | [Click here](http://staffnet/qms/PublishedLibrary/Forms/BasicView.aspx?View=%7bC62B3AA7-FA7A-48ED-8602-27F02C8BCC12%7d&FilterField1=QMSParent&FilterValue1=QA118) for Related Documents (available only on Staffnet) |
| **Version history** | New format May 2018  Adjusted to landscape, Dec 2019 |