



Student Form for Credit Recognition/Transfer and Recognition of Prior Learning – Form AG118-2

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: <ul style="list-style-type: none"> • 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 2 nd or 3 rd 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
<input type="checkbox"/> Credit transfer [Complete Section C below.]	
<input type="checkbox"/> Cross credit [Complete Section D below.]	
<input type="checkbox"/> Recognition of prior learning [Complete Section E below.]	
<input type="checkbox"/> 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	Student Form for Credit Recognition/Transfer and Recognition of Prior Learning
Document Number	AG118-2
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Owner	Educational Development Centre Manager
Developer	Senior Education Advisor - Quality
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Related Items	Click here for Related Documents (available only on Staffnet)
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