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Credit transfer (higher education and vocational education) and recognition of prior learning (higher education)

Information sheet

Important information

- In accordance with the *Admission and credit policy*, credit will be transferred with grades, including fail grades, under certain specified circumstances. For further information please see **rmit.edu.au/students/student-essentials/enrolment/apply-for-credit**.
- If you received credit at offer you do not need to complete this form, unless you are seeking additional credit.
- Use this form if you are seeking credit transfer for vocational education or higher education programs.
- Use this form if you are seeking recognition of prior learning (RPL) for higher education programs plus use the *Higher education application for RPL assessment* form.
- Use the *Vocational education recognition of prior learning application* form if you are seeking RPL for vocational education programs.
- Contact RMIT Connect at **rmit.edu.au/students/contact-and-help/connect** if you are seeking Recognition of current competency (RCC).
- The above forms and further information can be found at **rmit.edu.au/students/student-essentials/enrolment/apply-for-credit**.

Credit transfer

Credit transfer is a process by which students receive credit for courses successfully completed based on previous formal study (usually at a tertiary institution) with equivalent content and learning outcomes.

Recognition of prior learning (RPL) (higher education)

RPL (higher education) is a process of assessing an individual's relevant prior informal (for example, professional development) and non-formal learning (for example, work experience) to determine whether they have met the learning outcomes of courses and can receive credit for them.

Recognition of prior learning (RPL) (vocational education)

RPL (vocational education) is a process of assessing evidence that an individual has achieved units of competency through prior formal, informal and/or non-formal learning and can receive credit for them.

Recognition of current competencies (RCC)

RCC is a process of assessing that an individual, who has previously achieved competency in a unit of competency or module, has maintained that competency, for example, nursing or plumbing.

More information

Credit transfer, RPL and RCC go to **rmit.edu.au/students/student-essentials/enrolment/apply-for-credit**.

Assistance

For assistance in completing and submitting this form go to RMIT Connect, see **rmit.edu.au/students/contact-and-help/connect**.

Information sheet

When to apply

So that you can enrol in the correct courses, you are required to submit this application form at least one week prior to the first day of semester. If your application is submitted late it may affect your enrolment and if it is submitted after the relevant census date, you will be liable for the course fees and possible academic penalty.

Enrolling

You should enrol in course/s as per the program structure, which may include those for which you have applied for credit transfer. If your application for credit transfer is successful, RMIT will remove the course/s for which you have received credit prior to the relevant census date.

Please be aware that you must have sufficient enrolments to allow you to continue to access relevant student systems, such as canvas/timetable etc., and to meet ESOS requirements if you are an international student studying on a student visa.

How to apply

Complete this application form and submit along with copies of official transcripts and relevant supporting documentation to RMIT Connect, see **rmit.edu.au/students/contact-and-help/connect**. You do not need to provide a transcript for studies completed at RMIT.

Supporting documentation*

Documentation must include copies of official transcript of results/vocational education Statement of Attainment/Certificate.

Please note: you may be asked to provide the syllabus and/or additional information.

For higher education RPL applications, please use this form, attach evidence of competency and use the *Higher education application for RPL assessment* form. Address on the latter form how your learning and/or experience meets the learning outcomes for each of the course/s for which you are seeking higher education RPL.

* The University reserves the right to request certified copies or original versions of documents.

Fees

There is no fee for higher education and vocational education credit transfer, and no fee for higher education RPL.

Outcome

Normally you will be notified of the outcome in writing within ten working days of submitting your application, providing all the required documents are included at time of submission.

Outcomes may take longer during peak periods.

Visa compliance for onshore international student visa holders

Onshore international student visa holders are required to complete their study within the expected program duration (*Education Services for Overseas Students (ESOS) Act 2000*) and enrol in 100% load each semester (unless a reduced study load has been approved by your school/college). If you are granted credit transfer for a number of courses it may change your expected program duration and you will need to complete your program in the revised time frame. You need to check your enrolment once credit is granted and ensure your CoE is up to date. Your CoE will be updated automatically by RMIT within 10 working days of credit being processed to your record, and the duration change will be reported to the Commonwealth Government.

A reduction in course duration as a result of the granting of credit may have an effect on the length of your visa. Please contact the Department of Home Affairs at **homeaffairs.gov.au** for more detail.

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RMIT UNIVERSITY

Application form

Section A – Personal information

RMIT student number _____ Date of birth (DD/MM/YYYY) _____

Given name/s _____

Family name_____

Student email _____ Contact telephone number _____

Are you an international student?   ☐ Yes   ☐ No

Onshore International student visa holders must check student email regularly for credit outcome and new Confirmation of Enrolment (CoE) (if applicable due to duration change). If applicable, your CoE will be updated automatically by RMIT within 10 working days of credit being processed to your record.

Section B – Program information

Program name _____

Program code _____ Program plan code _____

School _____ College   ☐ BUS   ☐ DSC   ☐ SEH

Your program details can be found at **rmit.edu.au/students/student-essentials/program-and-course-information/handbook-program-guides**.

Please attach a copy of your official transcript of results/vocational education Statement of Attainment/Certificate. You do not need a transcript for studies completed at RMIT.

Student declaration

I understand that I should enrol in course/s as per the program structure, which may include those courses for which I have applied for credit transfer. If my application for credit transfer is successful, RMIT will take responsibility for ensuring that my enrolled course/s are removed prior to the relevant class census date. I understand that if my application is submitted late it may affect my enrolment, and if it is submitted after the relevant census date I will be liable for course fees and possible academic penalty.

Student signature _____ Date (DD/MM/YYYY) _____

School/college checklist – Office use only

☐ Official transcript/vocational education Statement of Attainment/Certificate attached (not required if prior study at RMIT).

☐ Date entered if international student has new completion date.

☐ Program manager (vocational education)/Course coordinator (higher education) signed/electronically signed.

☐ Does the student fall into one of the categories where grades, including fail grades, must be transferred? If so, grades entered?

☐ Has this credit been checked to confirm that the student has not double dipped, or received credit or graded assessment in the same program for the same courses previously?

Credit transfer checklist

☐ Has the International student visa holder's details and new completion date (if applicable) been entered on the Google doc for use by Internal Audit, Compliance, Risk and Regulation (IACRR) unit?

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Application form

Section C – Higher education and vocational education credit transfer

Please note: at RMIT "course" = "subject" and "program" = "course".

Student number _____   **Program code** _____

Student to complete						School/college use only				
Prior courses successfully completed				Corresponding RMIT course				Approved		
Institution	National code (vocational education only)	Course code	Course name	Course code e.g. HUSO2079	Course name e.g. Research Strategies – Social Science	Credit points or contact hours	Credit type e.g. EX/BX/MX OR grades where applicable e.g. HD	Yes	No	Precedent ID e.g. PRE000001002

Will this credit graduate the student? ☐ Yes ☐ No

Total: _____

Tick if additional lines completed (page 5) ☐

Section D – School/college to complete

International student visa holders only

Will the student's program duration change? ☐ Yes ☐ No   If yes, please provide new completion date (DD/MM/YYYY) _____

Program manager/Program coordinator/Course coordinator

Name* (please print) _____   Signature* _____

Position title _____   College ☐ BUS ☐ DSC ☐ SEH   Date (DD/MM/YYYY) _____

*Not required if precedent ID is provided for **every** course.

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Section C – Higher education and vocational education credit transfer continued

Please note: at RMIT "course" = "subject" and "program" = "course".

Student number _____ **Program code** _____

Student to complete						School/college use only				
Prior courses successfully completed				Corresponding RMIT course						
Institution	National code (vocational education only)	Course code	Course name	Course code e.g. HUSO2079	Course name e.g. Research Strategies – Social Science	Credit points or contact hours	Credit type e.g. EX/BX/MX OR grades where applicable e.g. HD	Approved		Precedent ID e.g. PRE000001002
								Yes	No	
						Total:				

RMIT UNIVERSITY

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Section E – Higher education recognition of prior learning

Student number _____   Program code _____

Student to complete					School/college use only					
RPL granted based on (please tick)			Course code e.g. HUSO2079	Course name e.g. Research Strategies – Social Science	Credit points	Granted		Assessor name	Assessor signature	Date
Life experience	Work experience	Non-accredited learning				Yes	No			

Section F – School/college to complete

I confirm that the moderation process in place within the school has been followed and that the following have been completed and will be placed in the student's file:

- the RPL record of assessment.
- the RPL record keeping checklist.

Program manager/Program coordinator/Course coordinator

Name (please print) _____   Signature _____

Position title _____   College ☐ BUS ☐ DSC ☐ SEH Date (DD/MM/YYYY) _____