

Student Administration Services Division

Credit for Prior Informal and Non-Formal Learning Application

This form is for students who have undertaken informal or non-formal learning outside of their current UOW degree, and who wish to have this applied as credit in their UOW degree.

Students who have completed prior formal learning should use the '[credit for prior formal learning application](#)' form.

Completed forms should be emailed to askuow@uow.edu.au

Before Submitting your Form

Before submitting a request for credit based on informal or non-formal learning, contact [AskUOW](#) to arrange an appointment to discuss your request with the relevant Head of Students.

Students studying in the Business School can complete and submit their application without meeting with a Head of Students.

<p>Important Information</p> <p>Eligibility and other criteria are governed by the Credit for Prior Learning Policy.</p> <p>The granting of credit may affect your eligibility to receive an award 'with distinction'.</p> <p>Detailed information is available on the 'How do I apply for credit' AskUOW knowledge article.</p>	<p>Deadlines</p> <p>If you are currently enrolled in any subject/s for which you are seeking credit, you must submit your application no later than three weeks before the start of session.</p> <p>To allow time for you to make decisions about what subjects you will need to enrol into for upcoming sessions, you should submit your application as soon as possible.</p> <p>Applications can take up to 6 weeks during peak periods.</p> <p>There are key dates associated with subject enrolment, withdrawal, and financial liability.</p>
<p>Supporting Documentation</p> <p>You are required to provide documentation to demonstrate evidence of your prior learning.</p> <p>Appropriate documentation for informal and non-formal learning may include things like: certificates, statements of attainment, references, and resumes. More examples of appropriate evidence can be found on the 'Applying for credit for prior informal and non-formal learning' AskUOW knowledge article.</p>	

Important information for international students

<ul style="list-style-type: none"> If you are an international student studying in Australia, approved credit for prior learning may impact the duration of your Course, CoE, and student visa. You can seek academic advice about the implications on your course completion date before applying for credit. To make an appointment with an advisor, contact AskUOW. Under the Education Services for Overseas Students (ESOS) Act, the University is required to notify the Australian Department of Home Affairs where there are any changes to the course duration of a student. For more information about your student visa, please contact DHA on 131 881 or visit their website: homeaffairs.gov.au If you are under 18 years of age, you will need to obtain permission from your parent or guardian to apply for credit. Please contact AskUOW to obtain an International Student Guardianship Form.
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Section 1: Student details	
a. Student Details	
First Name	Surname
Student Number	DOB
a. UOW Course Details	
Course Code	Course Name

Section 2: Prior informal or non-formal learning

Information on types of learning is outlined on the [Credit for Prior Learning](#) page.

a. Summary of prior learning

Outline a summary of your prior informal/non-formal learning for which you are seeking credit:

b. Credit

What would you like to request credit for?

- Credit for informal/non-formal learning is normally awarded as [unspecified credit](#) which reduces the number of elective subjects you need to take (eg. 6 credit points of 200 level electives).
- If you believe your prior learning maps directly to a specific UOW subject's learning outcomes, you can list the subject codes and names below.
- If you are unsure what your prior learning would make you eligible for, you can make an appointment for [academic advice](#).

c. Have you received credit for this prior learning in the past?

Section 3: Achievement of learning outcomes

Outline which UOW subject or course learning outcomes you achieved through your previous learning. Information on how to do this is available on the ['Applying for credit for prior informal and non-formal learning'](#) knowledge article.

Attach additional pages if required.

Learning Outcome	How did you achieve this through your prior learning? For work experience, provide examples	What evidence are you providing of this prior learning?

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Section 4: Student Declaration

By submitting this form I declare that:

- I have read and have accepted the information outlined in this form.
- I understand the University reserves the right to vary or reverse any decision made based on incorrect information.
- I authorise the University to verify official records from any educational authority or institution I have attended if required.
- I understand that if I am currently enrolled in any subjects for which I am awarded credit, it is my responsibility to withdraw from those subjects prior to the Census date if I am approved credit for them.
- **International Students:** I acknowledge any credit or exemption granted may affect my course completion date and understand the implications of this on my student visa.

Attachments:

- I have attached evidence of my prior learning which demonstrates my claims of achievement of learning outcomes.

Student Signature

Date

Section 5: Faculty Approval

I confirm the credit awarded complies with the [University's credit policies and procedures](#).

Approver's Name*

Approver's Signature*

Date

*Head of Students (or delegated authority as per the [University Delegations of Authority Policy](#))

Please return the completed form by assigning the case in CRM to 'UOW – Student Progression', or if there is no case on CRM, emailing it to student-ops@uow.edu.au.