



Credit for Prior Learning Application

Instructions and Important Information

This form is for students who have previously undertaken formal, informal or non-formal learning and wish to apply for credit or exemption.

1. Complete all relevant sections of this form and ensure all required supporting documentation is included before submitting. Incomplete forms will not be processed.
2. Where there is insufficient space provided, please attach additional pages.
3. Refer to the [Credit for Prior Learning Policy](#) for further information and **attach evidence of prior learning to this form**. Credit may not be awarded if there is insufficient evidence to support a claim of prior learning.
4. If you are applying for credit on the basis of **informal** or **non-formal learning**, you are required to seek academic advice from your Faculty in regards to determining appropriate evidence requirements.
5. If you are an international student studying in Australia, you need to get academic advice from your Faculty about the implications on your course completion date. Under the Education Services for Overseas Students (ESOS) Act, the University is required to notify Home Affairs where there are any changes to the course duration of a student. You are advised to contact Home Affairs (immi.homeaffairs.gov.au/) to find out how changes in course duration may affect your student visa.
6. The granting of credit may affect your eligibility to receive an award 'with distinction'. Please refer to the [General Course Rules](#) for detailed information.

Please seek academic advice from the faculty prior to submitting your application

Faculty contacts can be found at uow.edu.au/student/admin/subject-credit/

Definitions

1. **CPL:** Credit for Prior Learning
2. **Exemption:** Waiving the requirement of a subject to be completed on the basis of the satisfactory completion of an appropriate subject(s) or other work at an approved institution or other appropriate means.
3. **Formal Learning:** Learning attained through a formal program of study with an accredited education provider e.g. Diploma, Advanced Diploma, Bachelor or Masters.
4. **Informal Learning:** Learning acquired in an informal context, such as through work, community service, volunteering, open learning opportunities, and/or life experiences.
5. **Non-Formal Learning:** Learning acquired through non-accredited study with a provider other than a university or accredited education provider. It includes education or training provided through employer-based programs and professional bodies. Micro-credentials such as MOOCS, open learning courses using Open Education Resources (OERs) and "Badges for Learning" are defined as non-formal learning.
6. **RPL:** Recognition of Prior Learning is the assessment of Formal, Informal and Non-Formal Learning.
7. **Specified Credit:** Credit granted towards one or more specific subjects. Specified credit is granted when learning can be demonstrated to be a near or exact equivalent to a UOW subject/s.
8. **Unspecified Credit:** Credit granted as equivalent to the volume of learning of an elective subject/s, but not subject learning outcomes. When specific, equivalent experience cannot be demonstrated, unspecified credit appears on a transcript as "Unspecified Credit". It can be awarded for 1 subject, or for complete sections, depending on the disciplinary and professional requirements, and the structure, of the award. Unspecified credit can be awarded for elective subjects. This does not exempt an applicant from any compulsory subject/s. Unspecified course credit receives an appropriate unit value in credit towards the completion of an Award.

Form submission

Submit your Credit for prior learning application before the start of session. If you are currently enrolled in any subject/s for which you are seeking credit, you must submit your application by no later than the end of the first week of session.

This form should be completed and returned along with all supporting documentation to:

1. Your Faculty Central/Hub for students on the Wollongong Campus;
2. Your student administration centre for students on all other campuses.

Once submitted, applications generally take between 2 and 4 weeks to process but may take longer during peak admission and enrolment periods.



Credit for Prior Learning Application

1. Student details

Student number: _____ Student type: International / Domestic First name: _____ Family name: _____

Course code: _____ Course name: _____ Major/s: _____

2. On what basis are you requesting credit?

I have previously completed a formal program of study at an accredited education provider (e.g. Diploma, Advanced Diploma, Associate Degree, Bachelor or Masters). (Go to 3)

I have acquired knowledge and skills through non-formal or informal learning (e.g. open learning course, employer based training, work or volunteering). (Go to 8)

3. What are the details of the institution at which you previously studied?

Institution previously attended: _____ Title of degree/award: e.g. Diploma, Advanced Diploma, Bachelor or Masters

Country _____ Complete / Incomplete: _____ Completion date or last year enrolled? _____

Have you previously been awarded any credit for the above qualification? Yes / No

4. Are you seeking specified credit?

I would like to be exempt from (or given credit for) one or more specific subjects, as I can demonstrate that the learning I have previously undertaken is directly equivalent to a UOW subject/s. Yes (Go to 5)
 No (Go to 6)

5. Details of specific subjects for which credit is sought

Types of Credit or Exemption:

Credit: The subject is regarded as having been satisfactorily completed for all purposes (credit points awarded)

Exemption: Waiving the requirement of a subject to be completed (no credit points awarded)

Student to complete:			Faculty Use Only:				
UOW subject code	Subject code from prior study	Year complete	Credit or Exemption	Assessor's Endorsement	Assessor's Name	Assessor's rationale (Refer to the Assessment information in Schedule 1 of the Credit for Prior Learning Procedure).	Approver's Authorisation
			Credit / Exempt	Approve / Reject			Accept / Decline
			Credit / Exempt	Approve / Reject			Accept / Decline
			Credit / Exempt	Approve / Reject			Accept / Decline
			Credit / Exempt	Approve / Reject			Accept / Decline
			Credit / Exempt	Approve / Reject			Accept / Decline
			Credit / Exempt	Approve / Reject			Accept / Decline
			Credit / Exempt	Approve / Reject			Accept / Decline
			Credit / Exempt	Approve / Reject			Accept / Decline
			Credit / Exempt	Approve / Reject			Accept / Decline



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6. Are you seeking any unspecified credit?

I would like to be given unspecified credit that can be used to replace elective subject/s, as I cannot demonstrate direct equivalence with specific UOW subject/s. I understand that this credit will appear on my transcript as "Unspecified Credit". It does not exempt me from any **compulsory** (core) subjects.

Yes (Go to 7)

No (Go to 9)

7. Details of unspecified credit being sought (to count toward elective subjects)

Student to complete:			Faculty Use Only:			
Subject Level	Relevant Subject/s Completed	Total Credit Points	Assessor's Endorsement	Assessor's Name	Assessor's rationale (Refer to the Assessment information in Schedule 1 of the Credit for Prior Learning Procedure).	Approver's Authorisation
100/200/300/400/800/900			Approve / Reject			Accept / Decline
			Approve / Reject			Accept / Decline
			Approve / Reject			Accept / Decline
			Approve / Reject			Accept / Decline

8. Non-formal/informal learning

Student to complete		Faculty Use Only:			
Specific subject or Unspecified credit sought	Relevant Learning Acquired	Assessor's Endorsement	Assessor's Name	Assessor's rationale (Refer to the Assessment in Schedule 1 of the Credit for Prior Learning Procedure).	Approver's authorisation
(e.g. 6cp unspecified @ 800 level)	(e.g. 10 years teaching experience)	Approve / Reject			Accept / Decline
		Approve / Reject			Accept / Decline

9. Student declaration and signature

I have attached certified documentation to demonstrate learning including relevant handbook pages, subject learning outcomes, transcripts, certificates, references, resume, and details of non-accredited course including content, duration and presenter qualifications.

I have read and understood the instructions provided on this form. All information I have provided is correct to the best of my knowledge.

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.

International Students Only: I acknowledge any credit or exemption granted may affect my course completion date and understand the implications of this on my student visa.

Student Signature: _____

Date: _____

10. Submission

Please submit your completed form to your Faculty Central (Wollongong Students) or Administration Centre (all other campuses).

Office Use Only - Faculty Approval:

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)