

# Credit for Prior Learning



## Application

Student ID number

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Course code

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Campus

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Section 1: To be completed by Applicant

<b>1</b>	<b>Family name</b>	<b>Given name/s</b>
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<b>2</b>	<b>Deakin course name</b>
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<b>3</b>	<b>Credit Application form</b>	Applicant to new course <input type="checkbox"/>	An enrolled student <input type="checkbox"/>
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<b>4</b>	<b>Basis of credit claimed</b>	Accredited program and units <input type="checkbox"/>	Other credentialled program <input type="checkbox"/>	Uncredentialled learning <input type="checkbox"/>	VET program <input type="checkbox"/>
<small>(for definitions refer to back page)</small>					
<small>If this application is the basis of :</small>					
<small>a) an accredited or other credentialled program, complete sections 6 - 13</small>					
<small>b) uncredentialled learning, complete section 13 and seek clarification from your Faculty regarding the supporting documentation required</small>					
<small>c) a VET program or units, complete sections 5 - 13</small>					

<b>5</b>	If claiming credit for prior learning for a VET program, please specify the major field of
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<b>6</b>	Name of previous institution
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<b>7</b>	Previous course
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<b>8</b>	Years enrolled (eg. 2000 - 2002)	Complete <input type="checkbox"/>	Incomplete <input type="checkbox"/>
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**Credit transfer** (for definitions refer to back page)

<b>9</b>	Are you seeking credit towards a major sequence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<b>10</b>	Intended major sequence at Deakin (if applicable)
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**11** If specific credit is sought, please list Deakin unit codes and names

Deakin code	Deakin name	Other institution code	Other institution name

**12 This application will not be processed unless accompanied by the following documentation**

Certified copy of academic transcript	Attached	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Key to results	Attached	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Extract from previous institution handbook showing details of course structure and credit point weightings	Attached	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Extract from previous institution for any units for which specific credit is sought, including assessment requirements and credit point weighting of units	Attached	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**13 Declaration**

I declare that, to the best of my knowledge, the information I have supplied is correct and complete. I authorise Deakin University to conduct a search and retrieval of my academic record from my previous institution/s to verify the information contained in my application for Credit for Prior Learning.

Applicant's signature	Date
Date received by Faculty	Date received by DSA





## Definitions

A list of Institution codes, course type codes, credit basis codes, VET field of education codes and VET level codes is located at [www.deakin.edu.au/dsa/staff/admissions/index.php](http://www.deakin.edu.au/dsa/staff/admissions/index.php) under the link titled "Institution codes"

### 1 Sources of Credit for Prior Learning

Credit for Prior Learning may derive from four sources:

- (a) Accredited programs,
- (b) Other credentialled programs, and from
- (c) Uncredentialled learning.
- (d) VET programs

#### 1.1 Accredited programs and units

Accredited programs and units are defined as those taught as part of degree or diploma courses at Australian institutions that are members of the Unified National System (UNS) (or their predecessors) and TAFE. It should be noted the OLA units are by definition units of the participating institutions which offer them and thus part of their respective degree or diploma courses.

#### 1.2 Other credentialled programs

Learning acquired in a credentialled context other than an Australian university, such as in courses offered by a professional body, enterprise, private educational institution, a TAFE institution, or by any other provider recognised by the University, may be considered for the award of credit. Such credentialled programs will normally be structured courses for which detailed syllabuses are available.

#### 1.3 Uncredentialled learning

Deakin University will take into account learning acquired in an 'uncredentialled' context, such as through work experience or through life experience where that experience can be documented by the applicant. The type and amount of credit granted for uncredentialled prior learning is determined by Faculty Board which will assess the non-award course or uncertified training or experiential learning.

#### 1.4 VET programs

Vocational Education and Training (VET) in the VCE program combines general VCE studies with vocational training and experience in the workplace. Schools are able to offer senior secondary students programs selected from the range of industry areas approved by the Victorian Curriculum and Assessment Authority.

### 2 Credit Transfer

Credit may be transferred to a Deakin award from completed or partially completed accredited programs and from other credentialled programs.

### 3 Credit for prior learning (CPL)

Credit for prior learning (CPL) is the recognition of knowledge, skill, attitudes and/or attributes which have been acquired through uncredentialled or other informal learning. Credit for prior learning may be awarded, at the Faculty's discretion, in the form of specified or unspecified credit.

### 4 Overseas programs

Where equivalence with awards from members of the Unified National System (UNS) has been established through the Australian Education International - National Office for Overseas Skills

Recognition (AEI-NOOSR) credit will be granted as for the Australian equivalent.

Where units from UNS accredited programs are taught by agents off-shore then credit will be granted as for the Australian equivalent so long as the units offered off-shore are treated by the UNS institution as their own.

Where equivalence has not been assessed previously, the applicant will be responsible for obtaining an assessment from AEI-NOOSR on which a decision by the Faculty Board may be based.

Where AEI-NOOSR has declined to recognise the award or awarding institution, any offer of credit shall be at the discretion of the Faculty Board.

### 5 Types of credit transfer

#### (a) Specified credit transfer

Credit may be granted for a specific Deakin unit where there is substantial overlap of content at a similar standard. When specified credit is awarded for studies deemed to be the equivalent of Deakin units, this equivalence may be determined only by Faculty Board which offers the Deakin equivalent.

#### (b) Unspecified credit transfer

Unspecified credit transfer may be granted where no comparable Deakin unit(s) exists.

### 6 Course grouped units

The units approved by the Faculty Board as being central to the course of study leading to the award of a degree, diploma or certificate may include units offered by the Faculty and (where appropriate) those offered by other faculties of the University or other tertiary educational institutions.

### 7 Precluded unit

A unit which a student is excused from undertaking on the basis of prior learning but for which replacement studies are required.