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.
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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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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?
### Section C – Higher education and vocational education credit transfer

Please note: at RMIT “course” = “subject” and “program” = “course”.

<table>
<thead>
<tr>
<th>Student to complete</th>
<th>Corresponding RMIT course</th>
<th>School/college use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>National code (vocational education only)</td>
<td>Course code</td>
</tr>
<tr>
<td></td>
<td>e.g. HUSO2079</td>
<td>e.g. Research Strategies – Social Science</td>
</tr>
<tr>
<td>Prior courses successfully completed</td>
<td></td>
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</tr>
</tbody>
</table>

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) ________________

<table>
<thead>
<tr>
<th>Program manager/Program coordinator/Course coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name* (please print)</td>
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<tr>
<td>Position title</td>
</tr>
</tbody>
</table>

* Not required if precedent ID is provided for every course.
Credit transfer (higher education and vocational education) and recognition of prior learning (higher education)

Application form

Section C – Higher education and vocational education credit transfer continued

Please note: at RMIT “course” = “subject” and “program” = “course”.

<table>
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<th>Student number</th>
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<th>Corresponding RMIT course</th>
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</thead>
<tbody>
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Total: [ ]
Credit transfer (higher education and vocational education) and recognition of prior learning (higher education)

Application form

Section E – Higher education recognition of prior learning

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

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) _______________________________