

CAREER KEYS' CREDIT TRANSFER & RECOGNITION OF PRIOR LEARNING APPLICATION REQUEST FORM

This form is to be used by prospective and current Career Keys students when applying for credit, which includes either credit transfer for previous study or Recognition of Prior Learning (RPL).

General information

This application for credit is only for the current course in which you are applying to or are enrolled in. If you apply for admission to a new course, you will need to submit a new application for credit.

When applying for credit transfer, an original or certified copy of your academic results and unit syllabus (units' synopsis, assessment, number of hours, textbooks used) for the year the unit was studied is required for all studies not completed at Career Keys.

You will receive written notification from Career Keys regarding the outcome of your credit application. Applicants should enrol in units with the assumption that credit has not been granted until notified otherwise.

Credit policy and procedures

For Career Keys' policies and procedures on Credit Transfer and RPL, please refer to the Student Handbook. You may also ask for a copy of the full Policies & Procedures from the Career Keys' representative.

Application processing

Applications for credit transfer will normally be assessed within ten working days where there are current precedents. A longer period may be required if a new assessment is required, particularly at peak admission and enrolment times.

Applications for recognition of prior learning will normally be assessed within 20 working days. Where full assessment is required, a longer period may be required particularly at peak admission and enrolment times.

Types of credit that may be granted:

- **Specified credit:** Credit for specific Career Keys units as identified by their unit code.
- **Exemption:** Where, on the basis of previous similar study, a student is waived the requirement to pass a core unit, but in its place is required to complete another unit of the same credit point value.
- **Block credit:** Involves credit being granted for a whole section of a course such as a semester or year of full-time study in the course, rather than for specific units.
- **Recognition of prior learning (RPL):** An assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.

Lodgement Details – please complete and submit to Career Keys' Student Services Team in the first instance.

Privacy statement

The information on this form is collected for the purposes of assessing your application for credit. If you do not complete all questions on this form it may not be possible for the application to be assessed.

Personal information may be disclosed to the education institutions you have attended for verification of your previous studies or your employer(s) to make an informed decision about the application. You have a right to access personal information that Career Keys holds about you. If you wish to seek access this information or inquire about the handling of your personal information, please ask at any Career Keys' reception for further information.

Received									
Student ID:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								
Tracking Number:	_____								

CREDIT TRANSFER APPLICATION

Section A	Personal details
Family name:	First Name:
Preferred phone number:	
Email contact:	
USI Number:	

Section B	Qualification Seeking Credit Transfer
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Course name

Section C Previous Unit Completion Details

Course Name:	Educational Institution Name:
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Unit Code	Previous Unit Studied title	Year completed	All documentation supplied	Credit Approved? Y/N

RPL APPLICATION

Section D Details for Recognition of Prior Learning (RPL)
Please provide details of prior learning you wish to receive credits/exemptions under RPL:

(attach more pages if required)

If applying for RPL you will receive a **Qualification RPL Kit** with further details of evidence to support your application.

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- I warrant that the information on this form is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that Career Keys may withdraw an offer of a place or cancel my enrolment in consequence.
 - I understand the purposes for which my personal information will be used and permit Career Keys to collect and verify any information, in accordance with the Commonwealth Privacy Principles
 - I authorise Career Keys to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions.
 - I understand that Career Keys is not responsible if any educational body or institution does not supply these records. I understand that the results of the search will be made available to me on request.
 - I have attached all documentation and where requested, have organised for certified copies.
 - I commit to paying the fee associated with the RPL process and understand that Career Keys will under no circumstance refund any part of this fee once the RPL assessment has been undertaken.

Signed:

Date:

This document must be signed by original hand – electronic signatures will not be accepted. Please print and sign the form.

Section F Office use only

Full name of staff member & position processing application:

CT Outcome:
Documents verified for authenticity:

CT approved/not approved:

Student advised of outcome:
on (date) by:
Photocopy of this page
Letter
Email

RPL Qualification Kit issued on (date):