

About this form

RMIT University offers credit transfer and recognition of prior learning (RPL) in RMIT programs to recognise the skills you have gained through formal and informal education and training, work and/or life experience.

This form should be used by RMIT students seeking credit transfer or higher education recognition of prior learning (RPL) for RMIT course/s within an RMIT program.

This form should not be used by

- Vocational education students applying for recognition of prior learning (RPL) – please refer to the Credit at RMIT webpage at www.rmit.edu.au/students/enrolment/credit.
- Vocational education students applying for recognition of current competency (RCC) – please refer to your school for more information.

OUA students – please refer to the OUA website at www.rmit.edu.au/oua before completing this application.

Visa compliance for onshore international students

Onshore international students are required to complete their study within the expected program duration (ESOS Act 2000) and enrol in a 100% load each semester (unless your school has approved a reduced study load). If you are granted credit transfer or RPL 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.

More information

- Credit transfer and RPL go to www.rmit.edu.au/students/enrolment/credit.
- Vocational education census dates go to www.rmit.edu.au/students/vocational-census-dates.

For assistance with completing this form please contact your school administration office – go to www.rmit.edu.au/schools for contact details.

Credit transfer – vocational education and higher education

Credit transfer is the recognition of previously completed formal training and/or qualifications.

How to apply

Complete this application form and lodge it along with certified copies of any relevant supporting documentation to your RMIT school administration office.

When to apply

The form should be lodged **prior to the relevant census date** for the semester in which you wish to be granted credit.

Supporting documentation

Please attach a certified copy of any relevant certificates and/or transcripts of results for any formal studies that you have completed, along with any other relevant information that may support your application.

You do not need to supply a transcript of results for any studies completed at RMIT.

Credit transfer fees

There is no fee attached to vocational education or higher education credit transfer applications, however, there may be an administration fee for OUA students.

Outcome

Once the assessment process is completed your school will notify you of the outcome in writing.

Recognition of prior learning (RPL) – higher education only

Recognition of prior learning (RPL) is the recognition of skills and knowledge gained through life and work experience and through non-accredited training.

How to apply

Contact the relevant RMIT school to work out which course/s to apply for and to arrange an appointment with an RPL assessor.

When to apply

Higher education RPL applications should be lodged **prior to the relevant census date** for the semester in which you wish to be granted RPL.

Supporting documentation

Please attach evidence of competency for assessment. The school and/or assessor can advise you on how to go about providing this evidence.

Higher education RPL fees

There are no fees for higher education RPL, however, there may be an administration fee for OUA students.

Outcome

Once the assessment process is completed your school will notify you of the outcome in writing.

Section 1: Student information

Student no. _____

Date of birth (dd/mm/yy) _____

Family name _____

Given names _____

RMIT school _____

Email address _____

Are you an onshore international student? Yes No

Section 2: Program information

Please read the information sheet before completing sections 2 to 6.

For which RMIT program are you applying for credit?*

Program code _____ Program plan _____

Program name _____

Are you currently enrolled in the course/s for which you are seeking RPL or credit?

Yes No

Are you applying for credit on the basis of formal study or work/life experience?

Formal study

Please attach a certified copy of your transcript of results. You do not need a transcript for studies completed at RMIT.

(Also complete Section 3)

Work/life experience

Please attach copies of documents relevant to your application. Your school can advise you of what information is relevant.

(Also complete Section 5)

If my application for credit transfer or RPL is successful I take responsibility for ensuring that I am withdrawn from the enrolled course/s prior to the relevant class census date, otherwise I will remain liable for each course's total tuition fees.

Student signature _____ Date _____

* Your program details can be found at www.rmit.edu.au/handbook.

