



Recognised Prior Learning (RPL) Application Form (HE)

Before completing this form, please read our Credit Transfer and Recognition of Prior Learning Policy available here: <http://ac.edu.au/ppm/credit-transfer-and-recognition-prior-learning-pol/>

Please complete this form and post to Alphacrucis College, PO Box 337, Parramatta, NSW 2150, or email to the relevant Program Director.

Student number _____

Full name _____

Address for correspondence relating to the application

Email address _____

Telephone number (____) _____

Mobile number _____

Name of current course _____

Name of subject to which this application relates _____

Subject code _____

Signature

Date

IF SUBJECT CODE IS EXP201 OR EXP301 PLEASE SKIP TO PAGE 3.

FOR ALL OTHER SUBJECTS PLEASE PROCEED TO PAGE 2.

Application for RPL: GENERAL GUIDELINES

Any application for RPL will include two important parts:

- 1. Students need to demonstrate that, through their prior learning and experience, they have met the learning outcomes of the subject in question. RPL is not just based on experience in a subject area, but students also need to show awareness of the theory within the area of study. The learning outcomes are listed on the relevant subject page on the Alphacrucis College (AC) website.

Please record the learning outcomes for the subject to which this application relates:

- 2. Students then need to provide evidence to support their application and demonstrate how they have met each learning outcome of the particular subject. Appropriate types of evidence are listed in the RPL Policy, and may include a portfolio with examples of previous work, references from employers with detailed description of applicant skills and responsibilities, study transcripts, a reflective essay, or a combination of these methods. This is not an exhaustive list and students may include other evidence that supports their application.

This application form, including provided evidence, is then considered by the Program Director and, if the Program Director believes that the student has met the required learning outcomes, the application is recommended to the Higher Education Student Affairs Committee (HESAC) for consideration. Any student contemplating an application for RPL needs to be aware that the effort put into developing an application does not guarantee a positive result.

Application for RPL: PROFESSIONAL PRACTICE (EXP) SUBJECTS

When it comes to applying for RPL for Professional Practice subjects (EXP201 or EXP301), there are additional questions that need to be considered. This is necessary because the Professional Practice subject is required for all undergraduate awards and in these degree programs is intended to be like a "capstone project" where students practically outwork the theoretical knowledge they have obtained through the course of their studies at AC.

The learning outcomes for these Professional Practice subjects are necessarily broad, therefore it may be helpful for students to consider the questions below before pursuing an application. Furthermore, it can be difficult to demonstrate that students have already integrated their theoretical knowledge with their professional practice, especially if that theoretical knowledge has only been recently obtained.

Questions to consider include:

- Did the professional practice that the student is basing his/her RPL application on occur before or after the process of growth and critical reflection coming from Higher Education level academic study?
- Is the professional practice that the student is referring to related to the fields of professional practice in the course goals?
- To fulfil the reflective praxis elements of the course, what was the sequence of the related studies compared to the time when the professional practice activities were carried out?
- What supervisory / mentoring procedures were in place during the professional practice which would then ensure that the praxis elements were fulfilled?
- Was the previous professional practice used for credit in another course or institution? Normally the same work cannot be used for academic credit in different institutions or programs.

Students, please write a paragraph in response to these questions and attach this to your application.

If, after considering these questions, students still believe that they may be eligible for RPL for a Professional Practice subject, they should go back to page 2 of this form and follow the process outlined there.

Application for RPL: OFFICE USE ONLY

Approved Not Approved

Reasons (if required):

Processed by:

Name: _____

Signature: _____

Date: _____

Student Notified

Other Person Concerned Notified