Sydney Metropolitan Institute of Technology Pty Ltd
Trading as **Sydney Met**

432 – 434 Kent Street | Sydney
NSW 2000 | AUSTRALIA

+61 1300 186 729 | info@sydneymet.edu.au

www.sydneymet.edu.au

Provider ID **PRV14280** | CRICOS Provider Code **03906M** | ABN 60 607 943 500

CREDIT AND RECOGNITION OF PRIOR LEARNING (RPL) APPLICATION FORM

This form and attached supporting documentation must be submitted to the Academic Division (Academic Support Officer) in enough time for your application to be assessed and finalised before the Trimester census date. As a guide, submit this form when applying to study with Sydney Met.

Student to complete this section		
Student's Name:	Address:	Email:
Student No:	Course:	Contact Number:

I am requesting Recognition of Prior Learning for the unit/s stated below based on (✓ tick one box only)

☐ Previous studies (studies must have been undertaken at Associate Diploma level or higher), OR
☐ Previous studies, OR Previous professional experience, OR
☐ A combination of previous studies and previous professional experience.

DETAILS OF PREVIOUS STUDIES/EXPERIENCE	DETAILS OF SYDNEY MET UNIT/S FOR WHICH CREDIT IS SOUGHT
List details of previous Studies and/or Professional Experience for which you are seeking credit: (Include Institution name, Course name & relevant Units undertaken; and/or Employer or Professional Association and details of experience gained, as applicable). …………………………………………………………… …………………………………………………………… ………	List CODE & NAME of corresponding Sydney Met Unit/s for which you are seeking credit: …………………………………………………………… ……… …………………………………………………………… ………

☐ I have attached copies of supporting documents.

Student's Signature:_____Date:_____

Supporting Documentation MUST be attached for your application to be considered: (Attach copies - not originals. Documents will not be returned).

- If applying based on previous academic studies, attach certified copies of Academic Transcriptor examination results, as well as the sections from the Institution's handbook or syllabus that briefly describe the unit/s studied at the previous institution. Also, (if applicable) attached a certified official English translation of overseas qualifications/ academic records.
- If applying based on previous professional experience, attach a resume that outlines the experience, supported by a letter from your employer/s, and/or professional association, and/or colleagues.

For details on Credit and upper limits refer to Sydney Met's RL policy and procedure. Item 4, College's Academic Board Coursework Rules Version 2.1 Approved 12th December 2007

Academic Support Officer to complete this section (tick as applicable)		
Basis of recommendation		**Applicants, please note**
Full Academic Credit	Aust. Uni. or other Aust. HEP studies or VET - Diploma or Adv Diploma studies AND/OR Professional experience AND/OR Professional experience combined with VET - Cert I, II, III, IV or other certificate level post-secondary studies	If you are granted Full Academic Credit and enrolled in the unit for the semester, you must withdraw from this unit by lodging an 'Enrolment Variation Form' before the census date, otherwise the full tuition fee is payable.
Partial academic Credit		If you are granted Partial Academic Credit, you must enrol in the unit and liaise with the unit lecturer to obtain information on the assessment and attendance requirements that you must satisfy for the unit. The full tuition fee is payable.
No Academic Credit Granted		
--------------------------- ------------------------ Signature Date		

PRIVACY STATEMENT: The information you provide on this form is bound by the Sydney Met "**Student Information Captured Privacy Policy and Procedure**". This information is collected and held by the Sydney Met for administrative purposes and activities associated with your admission. The Sydney Met will not disclose your personal information without your consent and without due cause, except as required by law, Government regulations or for the normal operational activities of the College.

Office Use Only	
Academic Support Officer: Following assessment return form and attachments to Dean's Office	
Copy posted to student or notified via email	
Lecturer advised (if partial credit)	
Database updated	