



Recognition of Prior Learning

INFORMAL AND NON-FORMAL CREDIT APPLICATION FORM

Please read before proceeding with the Form

Definitions

Formal learning – Learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.

Informal learning – Learning gained through work, social, family, hobby or leisure activities and experiences. Unlike Formal or Non-Formal Learning, Informal Learning is not organised or externally structured in terms of objectives, time or learning support.

Non-formal learning – Learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.

Specified credit – Credit granted towards specific units of a Course of Study.

Block credit – Credit granted towards entire stages or components of a Course of Study.

Important information

Application

You must complete the application in full and in your own words. Incomplete applications will not be processed. You are required to complete a separate application for each unit requested.

To complete your application, you will need to:

- Reflect on your relevant experiences;
- Identify the learning (competencies and skills) gained from these experiences; and
- Produce evidence, with examples, of the learning attained.

You should also consider the following questions when preparing and deciding what evidence to include in your application:

- How current is the evidence?
- How valid and relevant is the evidence? Are your prior learning/experiences comparable to the requirements for credit in a unit or stage of a Course of Study for which you are seeking RPL?
- Is there enough evidence to support your request?
- How reliable and accurate is the evidence?
- Have you matched the evidence to the learning outcomes and/or skills gained in the unit or stage of the Course of Study?

For unit specific information (i.e. unit learning outcomes), refer to the Handbook website:

<http://handbook.mq.edu.au/>.

For course specific information (i.e. course learning outcomes), refer to the Handbook website

<http://handbook.mq.edu.au/>. To view course learning outcomes, you will need to select the degree for which you are applying, then click on the 'Program Specifications' tab at the top of the page.

Assessment

Your response will be assessed as to how closely your prior learning/experiences match the learning outcomes and competencies delivered in the unit or stage of Course of Study for which you are seeking RPL.

You may also be required to provide further information or participate in subsequent assessment processes, such as a challenge test or interview.

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This form is to be used alongside the online RPL application by current Macquarie University students when applying for credit based on informal and/or non-formal learning.

SECTION 1: APPLICANT INFORMATION

Personal Details	
Name	
MQ Student ID	
Phone number	
Request for	Specified credit complete Section 2a
	Block credit (Postgraduate Students Only) complete Section 2b

Please note: Kindly attach additional pages if the space provided is insufficient.



SECTION 2A: SPECIFIED CREDIT REQUEST (SUBMIT SEPARATE APPLICATION FOR EACH UNIT REQUESTED)

Unit for which credit is sought	
Unit code	
Unit name	

Details of previous learning/experience for which credit is sought	
Unit learning outcomes <i>Please refer to the online unit guide for information on the unit and its learning outcomes (http://unitguides.mq.edu.au)</i>	How I meet the learning outcomes (maximum of 2000 words) <i>i.e. Demonstrate how your work experience and or non-formal education and training experiences meet the learning outcomes for the unit for which you are seeking credit.</i>

SECTION 2B: BLOCK CREDIT REQUEST (POSTGRADUATE STUDENTS ONLY)

Credit sought	
Level: i.e. 6000, 8000, 9000	
Number of credit points requested	

Details of previous learning/experience for which credit is sought	
Course Learning Outcomes <i>Please refer to the Course Learning Outcomes of the degree in which you are admitted via the Handbook (http://handbook.mq.edu.au/).</i>	How I meet the learning outcomes (maximum of 2000 words) <i>i.e. Demonstrate how your work experience and or non-formal education and training experiences meet each of the 4 program learning outcomes chosen.</i>

SECTION 3: DECLARATION

Application declaration	
<p>By signing this application form, I acknowledge and agree with the following:</p> <ul style="list-style-type: none">• The information I have submitted with my application is true, correct and complete.• All documents I submit with my application become the property of the University and will not be returned.• I have read and understood the University's statement on privacy and the purposes for which my personal information will be used (https://www.mq.edu.au/about/about-the-university/governance/privacy).• The University may vary or reverse any decision it makes based on incorrect, incomplete or fraudulent information provided in my application.• It is an offence to submit fraudulent documentation in support of my application.	
Signed:	Date:

SECTION 4: TO BE COMPLETED BY ACADEMIC REVIEWER

Office Use Only					
RPL application case reference number:					
Academic Reviewer(s) Name:					
RPL Approved:	Y		Credit granted:		Date of approval:
	N				
Information used in assessment:					
Outline reason for assessment decision: <i>e.g. How the applicant meets or does not meet learning outcomes, volume of learning, etc.</i>					

Please note: Kindly attach additional pages if the space provided is insufficient.