

Academic Credit and Recognition of Prior Learning Application Form

Please complete all sections of the application form. Students are advised to read through the *SITE Academic Credit and RPL Policy* and *SITE Student Academic Appeals Policy and Procedure* carefully.

International students are advised to refer to the [Education Services for Overseas Students Act 2000](#) for information regarding their rights and responsibilities. Please note that the granting of Academic Credit or RPL may reduce the course duration, and your Confirmation of Enrolment (CoE) will be issued for the adjusted duration of the course. Upon your acceptance of the granted credit or RPL, the institute will report any change in course duration in PRISMS.

Supporting documentation requirements

To complete your application, please provide a certified copy of any relevant certificates and/or transcripts of results, as well as the unit outline that you have completed, along with relevant information that you may support your application. You do not need to supply a transcript of result for any studies completed at SITE. For more details, please refer to the Academic Credit and Recognition of Prior Learning Policy.

Once the assessment process is completed, SITE will notify you in writing of the outcome and the reasons.

For further inquiries and assistance, please contact the SITE Student Services Centre.

Section 1: Student Details

Student ID:	
Family Name:	Given Name:
Date of Birth (dd/mm/yyyy):	Gender: ☐ Male ☐ Female ☐ Other
Address (Street Address/ City/ Province, State, Territory/ Postal (ZIP) Code):	
Email:	
Home number:	Mobile number:

Section 2: Course Information

Please specify the SITE Course for which you are applying for Academic credit or RPL.

Name of Institution:

Address (Street Address / City / Province, State, Territory / Postal (ZIP) Code):	
Course Name:	
Commencement Date:	Expected Completion Date:
Are you currently enrolled in the course(s) for which you are seeking Academic credit or RPL? ☐ Yes ☐ No	

Section 3: Previous Studies

Please provide details of the provider and course for which you are requesting Academic credit or RPL.

Name of Institution:	
Address (Street Address / City / Province, State, Territory / Postal (ZIP) Code):	
Course Name:	
Commencement Date:	Expected Completion Date:

Section 4: Applications

Unit(s) completed from the Previous Institution			Equivalent SITE Unit(s)	
Unit Code	Unit Name	Year of Completion	Unit Code	SITE Unit Name

You may use the section below to provide details of any relevant professional experience or other informal learning that supports your RPL request. Include information about your role, responsibilities, duration of experience, and any skills or competencies gained.

Note: Please attach the supporting documents to prove the professional experience or informal learning, such as your CV and a reference letter from your employer, to demonstrate your professional experience. You may also include a summary of the knowledge and skills you acquired through informal learning along with the relevant certificates.

Professional Experience or any informal learning completed from another Institution			Equivalent SITE Unit(s)	
Role	Responsibilities/Skills and Competencies gained	Year of Completion	Unit Code	SITE Unit Name

Office Use ONLY					
Unit Code	SITE Unit Name	Granted (Y/ N)	Precedent (Y/ N)	Reason	Credit Points Granted
Assessor Name: Assessor Signature:			Date: / /		

Noting that the Academic Dean (or the delegated authority) will review the application and provide a decision, along with the reasons, to Student Services within 10 working days of receiving a valid and complete application. Student Services will then inform the student of the decision and the reasons in writing within 5 working days of the decision date.

Section 4: Student Declaration

I understand and agree to the following conditions,

- I authorise SITE to obtain additional supporting information or official records from me and/or other institutions where necessary for my application.
- I declare I have not provided any false or misleading information in the application and supporting documents.
- I am willing to provide further information or documentation to SITE for my application if required.
- I acknowledge and authorise that SITE will retain my information in student and administration records.
- I declare I have read the *Academic Credit and Recognition of Prior Learning Policy*, and understand that there will be a change in the course duration and course fees if the application is approved, and that may also result in a change of CoE in PRISMS.
- I understand and consent to SITE utilising my information where necessary based on *SITE Records, Information and Data Management Policy and Procedure*.
- I understand that SITE will assess my application only when it is deemed valid and complete.
- If my application for academic credit or RPL is successful, I take responsibility for withdrawing from any previously enrolled studies prior to the relevant census date. Otherwise, I will remain liable for the tuition fee of each unit.

Signature of Student	Date (DD/MM/YYYY)
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Received by:	Received date:
Will the student's course duration change? ☐ Yes ☐ No (if yes, please notify student and provide revised offer letter and confirmation of enrollment (CoE)).	