

APPLICATION FOR CREDIT FOR PRIOR LEARNING

Applicants for credit for prior learning should read the *Credit for Prior Learning Policy and Procedure* before completing this form

The policy is available from www.heli.edu.au/info/

Personal information

Family Name:

Other Names:

Email:

Mobile:

Are you:

A potential student who is lodging an application for admission?

If yes, this form should be attached to your *Application for Admission* form

An enrolled student? If yes, what is your student number?

Credit

For which course are you applying for credit?

Master of eLearning

Graduate Certificate in Higher Education Academic Practice

On what basis do you wish to apply for credit?

Mark as many as apply

Formal studies

Work experience

Credit transfer

What subjects do you wish to apply for credit?

Subject Code	Subject Name	Basis on which credit is being claimed
HEP		
HEP		
HEP		
HEP		

You will need to provide evidence to support your application. This may include, but is not limited to:

Details of previous studies undertaken, including:

- certified copies of academic transcripts
- extracts from previous institution's handbook or course materials showing details of course structure and credit point weightings
- subject outlines from previous institution, including assessment requirements

Details of work experience, including:

- detailed curriculum vitae
- letters or documentation evidencing experience
- examples of your work, e.g. reports

Support to complete this form

If you require any support to complete this form or to obtain a copy of the *Credit for Prior Learning Policy and Procedure* then you can contact the Student Support Officer via: support@heli.edu.au

Privacy Statement

The information collected in this form is required to facilitate an assessment of your eligibility for credit for prior learning and will be handled and stored in line with our *Privacy and Personal Information Procedures*. The Institute reserves the right to verify any of the details you have provided on this form in order to assess your application.

Some information on this form may be disclosed under government regulation as well as other information regarding your studies with us.

DECLARATION

I hereby apply for credit for prior learning and declare that the information I have provided in this form is correct and complete. I understand that information about me and the study I undertake may be disclosed as described in the *Privacy Statement* above or otherwise as required by law.

Applicant Signature:

Date:

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When completed this form and any supporting documentation should be submitted to: info@heli.edu.au

To be completed by Course Coordinator or delegate

Date request received:

Approved

Not approved

If not approved provide reasons:

Name of Reviewer:

Position:

Signature:

Date: