



Sydney Metropolitan Institute of Technology Pty Ltd
Trading as *SydneyMet College*

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W: <http://sydneymet.com.au/site/> (internal only)

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 sufficient 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 SydneyMet.

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(Write your name in print)

.....

(Write your street address in print)

.....

(Write your Suburb, State and Postcode in
print)

Student to complete this section

Student ID:

Course:

Contact Number:

I am requesting Recognition of Prior Learning for the unit/s stated below on the basis of (✓ 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

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).

.....

.....

DETAILS OF SYDNEYMET UNIT/S FOR WHICH CREDIT IS SOUGHT

List CODE & NAME of corresponding SydneyMet 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 certified copies if applicable, not originals. Documents will not be returned).

- If applying on the basis of previous academic studies, attach certified copies of Academic Transcript or 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 on the basis of 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, and any other relevant documents.

For details on Credit and upper limits refer to SydneyMet's RL policy and procedure. Item 4, College's Policy and Procedures on Credit and RPL at <http://sydneymet.com.au/site/>

Academic Support Officer to complete this section (<input type="checkbox"/> tick as applicable)		
Basis of recommendation		Applicants, please note
<input type="checkbox"/> Full Academic Credit	<input type="checkbox"/> Aust. Uni. or other Aust. HEP studies or VET - Diploma or Adv Diploma studies AND/OR	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.
<input type="checkbox"/> Partial academic Credit	<input type="checkbox"/> Professional experience AND/OR <input type="checkbox"/> Professional experience combined with VET - Cert I, II, III, IV or other certificate level post-secondary studies	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.
<input type="checkbox"/> No Academic Credit Granted		
<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div>----- Signature</div> <div>----- Date</div> </div>		

PRIVACY STATEMENT: The information you provide on this form is bound by the SydneyMet **"Student Information Privacy Policy and Procedure"**. This information is collected and held by the SydneyMet for administrative purposes and activities associated with your admission. The SydneyMet 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	
Admin	
Copy posted to student	
Lecturer advised (if partial credit)	
Database updated	

Document Version Control

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Approved by	Academic Board
Approval date	17 December 2018
Next Review	January 2022