



Application for credit for learning undertaken elsewhere

Use this form to apply for credit towards an Australasian Academy of Higher Education (AAHE) course in recognition of learning outcomes you achieved elsewhere. Credit granted reduces the number of units a student must complete in their AAHE course but may not reduce their course duration. For more information go to the Academy's Credit for Learning Undertaken Elsewhere Policy and Procedure (see <https://docs.aahe.edu.au/policies/>).

AAHE ID number if you have one: _____ Date of birth: _____

Family name: _____ Preferred name: _____

Phone: _____ Mobile: _____

Email: _____

AAHE course to which you would like the credit applied: _____

Credit may be awarded towards an AAHE degree:

- 1) for formal learning that was previously completed at a recognised higher education institution
- 2) for informal or non-formal learning – skills/knowledge gained through life/work experience or training
- 3) as a result of an approved credit agreement with another accredited institution.

1 For applications based on formal learning

| Previous units studied (applicant to complete) | | | AAHE use only | | |
|--|------------|------|---------------|------------|--------------|
| Unit Code | Unit Title | Year | AAHE Code | Unit Title | Approved Y/N |
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You must also attach evidence to support your application, including a certified academic transcript and official outlines of the units you have completed showing their content, learning outcomes and assessment.

2 For applications based on informal or non-formal learning

Briefly describe the experience that you consider to be relevant.

You must also attach a statement explaining how you have met each of the learning outcomes of the units for which credit is sought and what the supporting documentation (for example your resume/CV, training record, portfolio of previous work or projects, or references from employers on official letterhead) shows.



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3 For applications based on a credit agreement

Name of course: _____ Institution: _____ Year completed: _____

Please attach a certified copy of your academic transcript.

Any documents you submit in support of your application that are in languages other than English must be accompanied by certified translations.

Declaration

I declare that the information I have provided in my application and supporting documentation is true and correct. I have read and understood AAHE's Credit for Learning Undertaken Elsewhere Policy.

Applicant's signature: _____ Date: _____

AAHE USE ONLY

Assessor's name: _____ Position: _____

Comments (with reference to the Credit for Learning Undertaken Elsewhere Policy):

Approved: Yes No

Explanation for student where application is rejected:

Assessor's signature: _____ Date: _____

Student advised in writing of outcome on date: _____

Student confirmed acceptance of outcome in writing on date: _____

Revised COE issued and change to course duration reported in PRISMS on date: _____

Entered on student record on date: _____