



RECOGNITION OF PRIOR LEARNING (RPL) APPLICATION FORM

This application form is used to assess prior learning you have gained through previous education, training programs, on-the-job training, professional development activities, work (paid and unpaid) and life experiences. Formal qualifications from an accredited Australian Higher education institution, or a foreign institution listed in the AEI NOOSR Country Education Profile containing content that is included in the qualification will be assessed. The RPL process identifies whether you are already competent in some of the competencies covered in your program. Applications received after the offer close date for each semester will not be considered.

PERSONAL DETAILS

Have you previously applied to study at SIHE? Yes No

If Yes, what is your previous SIHE Offer No. or Student ID No.?

Title : Mr Ms Miss Mrs

Student Full Name:

Date of Birth : Gender : Male Female

E-mail :

SIHE Program : Commencement date :

RECOGNITION OF PRIOR LEARNING DETAILS

SIHE Details		Educational Institution Details			
Unit Code	Unit Name	Institution Name	Unit Code	Unit Name	Year Completed

EVIDENCE REQUIREMENTS

Requests for RPL must include certified copies of academic transcripts and any additional documents, as outlined below. All supporting documents must be in English and be certified copies unless SIHE sights the original. Evidence must be certified in accordance with SIHE's Certification Guidelines.

- an AQF qualification testamur issued by an accredited institution, or
- an official academic transcript issued by an accredited institution, or

- a statement of attainment issued by an accredited institution, or
- an AQF qualification testamur issued by an accredited institution, or
- an official academic transcript issued by an accredited institution, or
- a statement of attainment issued by an accredited institution, or
 - an overseas qualification issued by an institution listed in the AEI NOOSR Country Education Profiles, and
 - a syllabus copy detailing the topics, learning outcomes and assessments of the unit(s) undertaken
- SIHE will not consider requests for credit that do not include the required information and documentation.

I UNDERSTAND

- that credit will only be awarded for whole units.
- that the value of credit granted cannot exceed the total credit value of the original unit(s).
- that credit will only be granted where the prior learning has been completed within the previous five (5) years.
- that credit will not be granted for more than half the program.
- that credit will be awarded based on equivalency of successfully completed prior formal learning to one or more units within a qualification.
- that credit can be used to meet pre-requisite requirements in other units of study.
- that credit granted to a student may be rescinded:
 - At the request of the student
 - Where an error has been made in assessing the application
 - Where the documentation provided by the applicant has been shown to be incomplete, misleading or invalid

APPLICANT DECLARATION

I declare that, to the best of my knowledge, the information supplied in this application and the documentation support it is true and correct.

Name of Applicant

Signature **Date**

SUBMIT YOUR APPLICATION

Please submit the completed Application for Enrolment together with all supporting documents by email to enrol@sydneyinstitute.edu.au. Applications will normally be processed within ten (10) working days. However, actual times may vary during peak periods. Incomplete applications, including application without certified documents will not be accepted.