

ADVANCED STANDING, CREDIT FOR PRIOR LEARNING AND RPL FORM



Complete this form in BLOCK LETTERS.

Instructions and Important Information

This form is for students who have previously undertaken formal, informal, or non-formal learning and wish to apply for credit or exemption.

1. Complete all relevant sections of this form and ensure all required supporting documentation is included before submitting. Incomplete forms will not be processed.
2. Where there is insufficient space provided, please attach additional pages.
3. Refer to [Advanced Standing, Credit Transfer and Articulation Policy and Procedure](#), and [Recognition of Prior Learning Policy and Procedure](#) for further information and attach evidence of prior learning to this form. Credit may not be awarded if there is insufficient evidence to support a claim of prior learning.
4. If you are applying for credit based on informal or non-formal learning, you are required to seek academic advice from your Course Convenor in regard to determining appropriate evidence requirements.
5. If you are an international student studying in Australia, you need to get academic advice from your Course Convenor about the implications on your course completion date. Under the Education Services for Overseas Students (ESOS) Act, the Analytics Institute of Australia (AIA) is required to notify Home Affairs where there are any changes to the course duration of a student. You are advised to contact Home Affairs (immi.homeaffairs.gov.au) to find out how changes in course duration may affect your student visa.
6. The granting of credit may affect your eligibility to receive an award 'with distinction'.

Please seek academic advice from the Course Convenor prior to submitting your application.

Form submission

Submit your Credit for prior learning application before the start of session. If you are currently enrolled in any unit/s for which you are seeking credit, you must submit your application by no later than the end of the first week of session.

Please submit your completed form to the AIA Student Support Team.

Once submitted, applications generally take between 2 and 4 weeks to process but may take longer during peak admission and enrolment periods.

1. PERSONAL DETAILS

Family name:	<input type="text"/>
Given name(s):	<input type="text"/>
Student ID Number:	<input type="text"/>
Course Name:	<input type="text"/>
Email Address:	<input type="text"/>
Contact Number:	<input type="text"/>
Student Type:	<input type="checkbox"/> International <input type="checkbox"/> Domestic

2. On what basis are you requesting credit?

I have previously completed a formal program of study at an accredited education provider (e.g., Diploma, Advanced Diploma, associate degree, Bachelor, or Masters). **Go to 3**

I have acquired knowledge and skills through non-formal or informal learning (e.g., open learning course, employer-based training, work, or volunteering). **Go to 6**

3. What are the details of the Institution which you previously studied?

Institution previously attended:

Title of the degree / award:

Country:

Complete / Incomplete:

Completion date or last year enrolled?

Have you previously been awarded any credit for the above qualification? Yes No

4. Are you seeking specified credit?

I would like to be exempt from (or given credit for) one or more specific subjects, as I can demonstrate that the learning, I have previously undertaken is directly equivalent to an AIA Unit/s. Yes **Go to 5**
 No **Go to 6**

5. Details of specific units for which credit and exemption is sought

Types of Credit or Exemption:

Credit: The subject is regarded as having been satisfactorily completed for all purposes (credit points awarded)

Exemption: Waiving the requirement of a subject to be completed (no credit points awarded)

Student to complete			Course Convenor Use Only				
AIA Unit Code	Unit code from prior study	Year complete	Credit (C) or Exempt (E)	Assessor's Endorsement	Assessor's Name	Assessor's rationale	Approver's Authorization
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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6. Non-formal / informal management learning

Student to complete		Course Convenor Use Only			
Specific subject or Unspecified credit sought	Relevant Learning Acquired	Assessor's Endorsement	Assessor's Name	Assessor's rationale	Approver's Authorization
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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STUDENT DECLARATION

- I have attached certified documentation to demonstrate learning including relevant handbook pages, subject learning outcomes, transcripts, certificates, references, resume, and details of non-accredited course including content, duration, and presenter qualifications.
- I understand that if I am currently enrolled in any subjects for which I am awarded credit, it is my responsibility to withdraw from those subjects prior to the Census date.
- International Students Only:* I acknowledge any credit or exemption granted may affect my course completion date and understand the implications of this on my student visa.

Student Signature:

Date:

PRIVACY STATEMENT

Analytics Institute of Australia collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or unit(s) of study. We may not be able to process your request if you do not provide all the information requested on this form. We may disclose personal information about you in accordance with our Privacy Policy including to your education agent, and to the Australian government as required or authorised by law. Our Privacy Policy contains detailed information about how you can access and correct the personal information we hold about you or make a privacy complaint.

FOR OFFICE USE ONLY

Form received Date:

Received by:

Course Convenor Approval (please tick):

Approve

Decline

The credit awarded complies with the AIA's credit policies and procedures.

Approver's Name:

Approver's Signature:

Date: