AUSTRALIAN COLLEGE OF NURSING
CREDIT TRANSFER & RECOGNITION OF PRIOR LEARNING
INFORMATION / APPLICATION PACKAGE

About this package
The Australian College of Nursing (ACN) offers credit transfer and recognition of prior learning (RPL) for all courses. Graduate certificate courses under the Higher Education Act can be awarded up to fifty percent of the course from CT or RPL. Within RTO programs under the Vocational Education and Training Act, RPL or CT may be awarded up to one hundred percent of courses. This is to recognise the skills you have gained through formal and informal education and training, work and/or life experience.

This package should be used at time of application when seeking credit transfer or RPL for ACN subjects or units of competency within ACN programs prior to course commencement.

Please note: Throughout this package, the terms course / program / subject will be used interchangeably in relation to a course of study.

Definitions
Credit transfer (CT) – from TAFE and higher education courses
Credit transfer (CT) recognises previously completed formal training and/or qualifications that directly match a subject or unit of competency. For VET units the title must be the same.

Recognition of prior learning (RPL)
Recognition of prior learning (RPL) recognises skills and knowledge gained through life and work experience and through non-accredited training.
For further information regarding CT or RPL, please contact the relevant course / subject coordinator.

Recognition Process
How to apply
CT applicants - Submit your completed application form with certified copies of all relevant supporting documentation to ACN Student Services.

RPL applicants - Contact ACN to speak with the relevant educator of the course/subject or unit of competency which you are applying for. An interview / appointment may be arranged at this time with an RPL assessor.

When to apply
The form should be lodged prior to course commencement (for PG programs) or on course commencement (for RTO programs excluding Diploma of Nursing).

Supporting documentation
CT applicants - certified copies of any relevant certificates and/or transcripts of results for any formal studies that you have completed should be submitted with completed sections on pages 4 & 5.

RPL applicants – submit certified copies of any relevant information (such as informal studies that you have completed, short courses, in-services, or letters of recommendation from your manager, and any other relevant information that may aid your application), along with completed sections on pages 4 & 6.

For further information regarding ‘relevant quality evidence’ please contact the course coordinator.

Fees
There is an administration fee attached for credit transfer and RPL. Where RPL applications require assessment, an additional fee will be incurred. You will be advised of the fees on application – please contact Student Services for more information.

Outcome
Once the CT or RPL assessment process is completed applicants will be notified in writing of the outcome.

For more information
Credit transfer and higher education RPL is contained in the Student Management Policy. Census dates are outlined the course information booklets. Go to www.acn.edu.au.

For assistance with completing this form please contact Student Services.
RECOGNITION PROCESS

Applicant Enquiry
Applicant accesses ACN site / sent Information package related to CT or RPL from student services upon request for further information

Applicant Self-Evaluation
Applicant reviews section relevant to CT / RPL in this package and completes self assessment – if applying for RPL applicant obtains supplemental evidence

Credit Transfer applicants
Applicant completes Section 3- page 6 of information pack and submits to subject / course coordinator

RPL applicants
Contact the subject / course coordinator for further information & to receive ‘course specific RPL package’ (if applicable)-Interview & questioning may be required

RPL applicants (cont’d)
Applicant completes Section 5- page 7 and submits ‘course RPL package’ with application to subject / course coordinator

Evidence is reviewed by a designated ACN assessor
Applicant will be have one of the following options (a, b or c)

a. Successful application
b. Further evidence may be requested, which is submitted directly to designated assessor
c. Gap training may be required for RTO programs

Applicant notified of outcome of assessment
Please complete using blue or black ink

Section 1 Applicant information

Family name: ................................................................. Date of birth (dd/mm/yy) .................................................................

Given names: .................................................................................................................................

Mailing address: ...........................................................................................................................................

Current email address: ..................................................................................................................................

Section 2 Program information

Please read information contained at the beginning of this package before completing sections 2, 3 or 5.

Which ACN program(s) are you applying for credit into? (Your program details can be found at www.acn.edu.au)

1. Program / course / subject code: .................................................................................................

2. Program / course / subject code: .................................................................................................

Are you applying for credit on the basis of formal study or work/life experience? (please tick)

☐ Formal study (complete section 3) Attach a certified copy of your certificate and transcript of results.

☐ Work/life experience (complete section 5) Attach certified copies of documents relevant to your application.

Have you commenced study in the course/s for which you are seeking RPL or credit? (please tick)

☐ Yes ☐ No

In the event of successful application for CT or RPL, you must ensure you are withdrawn from any course/s you are enrolled in prior to the relevant census date, otherwise you will remain liable for each course’s total tuition fees.

Applicant signature: .................................................................................................................... Date: .................................................................

Office use only
### Section 3  Credit Transfer application - TAFE and higher education

**Applicant to complete -**

List courses successfully completed

<table>
<thead>
<tr>
<th>Institution</th>
<th>National code (TAFE courses only)</th>
<th>Course or program code</th>
<th>Course /program / subject name in which CT is sought:</th>
<th>ACN subject area</th>
<th>ACN Subject number</th>
<th>ACN Course name</th>
<th>Credit points or contact hours</th>
<th>Approved</th>
<th>Not approved</th>
</tr>
</thead>
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</tbody>
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* Credit type key: Specified credit – SC  Unspecified credit – UC  Block credit – BC

### Section 4  Approval – ACN to complete

<table>
<thead>
<tr>
<th>Assessor 1</th>
<th>Name (print)</th>
<th>Signature:</th>
<th>Date of assessment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessor 2</td>
<td>Name (print)</td>
<td>Signature:</td>
<td>Date of assessment:</td>
</tr>
<tr>
<td>SMSC Manager</td>
<td>Signature:</td>
<td>Date presented to SMSC:</td>
<td></td>
</tr>
</tbody>
</table>

Please attach refund form with this application form
## Section 5  RPL application form

<table>
<thead>
<tr>
<th>Applicant to complete - List reason for requesting RPL</th>
<th>Course /program / subject name in which CT is sought:</th>
<th>ACN subject area</th>
<th>Subject Code</th>
<th>Credit points</th>
<th>ACN use only</th>
</tr>
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<tbody>
<tr>
<td>Life experience</td>
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<td>Work experience</td>
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<td>Non-accredited learning eg. letter from manager, performance review</td>
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Note: you must include portfolio of evidence on submission of this form

## Section 6  Approval – ACN to complete confirm that the quality process has been followed and that all relevant documents have been completed and placed in the student’s file

<table>
<thead>
<tr>
<th>Assessor 1</th>
<th>Name (print)</th>
<th>Signature:</th>
<th>Date of assessment:</th>
<th>Assessor 2</th>
<th>Name (print)</th>
<th>Signature:</th>
<th>Date of assessment:</th>
<th>SMSC Manager</th>
<th>Name (print)</th>
<th>Signature:</th>
<th>Date presented to SMSC:</th>
</tr>
</thead>
</table>

Please attach refund form with this application form