How to apply for credit

Step 1
Early discussion
- Enrolment/Information session
  Discuss your potential for credit
  Enrol
  Collect information kit

Step 2
Interview
- Attend interview to discuss application and suitable evidence
  You may be asked to complete a self-assessment or challenge test

Step 3
Application
- Collect and organise your evidence
  Give your application to the Faculty office
  Continue to attend class

Step 4
Decision
- Was enough evidence provided?
  Assessor makes a decision:
    Granted or Rejected

Step 5
Notification
- Decision is documented
  You are notified of decision:
    Granted or Rejected

Step 6
Appeal
- You may appeal if you are not happy with decision

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You may appeal if you are not happy with decision

A guide to
- Recognition of Prior Learning
- Credit Transfer
- Exemption

Registrar’s Department
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You may be able to finish your course sooner or reduce your study load - read on to find out more
Credit is the term covering Recognition of Prior Learning (RPL), Credit Transfer (CT) and Exemption. Holmesglen recognises previous study and your work and life experiences outside formal education. You may be able to gain credit for subjects through one of the following.

**Recognition of Prior Learning (RPL)**

RPL is an assessment of the skills and knowledge you have gained through life experiences and work that relate to the study you are enrolling in. Your experiences are compared to the program and/or subjects in the program to find out what you already know. You need to be able to provide proof of your experience.

**Credit Transfer (CT)**

CT is a matching of study you have done previously with the program you are enrolling in. There may be subjects that have the same content as those studied previously and you don’t need to repeat these. You must provide proof of your qualification or studies. Any documents you provide must be originals or officially certified copies.

**Exemption**

Exemption is the term used for credit in Higher Education programs. It applies to successful applications which result in you getting an ‘exemption’ from having to study a subject. Application for exemption can be based on previous study and/or work experience. It is a good idea to look at Holmesglen’s website under Higher Education to make sure you understand the process. Your application for exemption must be submitted with supporting evidence and a decision must be made before the Census Date.

**What are the benefits?**

If you are successful you can
- save time by not having to go to classes
- save money e.g. by not having to buy books and resources
- finish your qualification sooner
- progress to a higher qualification more quickly

**What do I do now?**

If you think you may be eligible for credit, discuss your potential with the Enrolling Officer before enrolment. The Officer will refer you to an Assessor or Course Coordinator.

**Credit interview/conversation**

You should not apply for credit unless you have discussed your potential with an Assessor. The Assessor will help you decide whether you have enough of the correct type of evidence for each particular type of credit to continue with your application. Do this quickly because there is a deadline for submitting your application and evidence, and for having your application approved. Bring any proof of your experiences and/or studies to this interview. The Assessor will give you a copy of the ‘Application for Credit’ form, explain the process and deadlines, ask you questions and review your evidence to see if it is suitable and relevant to your application.

**How much does it cost?**

CT and Exemption do not cost you. RPL costs the same as enrolling in the unit.

**When do I apply?**

Your application must be processed (granted or rejected) within 4 weeks of starting your program, or by the Census Date for Higher Education courses, so it is essential that you start the process by discussing your potential at enrolment. It takes time to gather your evidence which may include originals of certificates and results, statements from employers and other documents you think may be relevant. Your application and supporting documents must be submitted in the first 2 weeks of your program. The Assessor will take up to 2 weeks to assess your application and ensure your results are entered into the Student Management System (SMS) before the cut off date. If you or your Assessor miss any of the deadlines, your application will not be processed until the next semester.

**Attend classes**

You need to go to all classes until a decision is made on your application.

**You will be notified of the decision**

You will receive notification from your Teaching Department to tell you whether your application has been granted or rejected. If your credit application is not successful, you should continue to attend classes as you will need to complete the usual study requirements.

**Appeal of the decision**

If you are not happy with the decision, discuss your application with the Head of your teaching Department. The Head of Department may ask for the opinion of the Dean of the Faculty, whose decision is final.

**Full time study requirements**

International students and some students on government allowances must study full time. Any credit that is granted may affect your full time load and therefore your entitlements. You may need to enrol in other units or subjects to get your load back to full time. Discuss this with your Course Coordinator.