



Recognition of Prior Learning Application Form

If you have not been in touch with an Admissions Adviser or are not already enrolled please call 1300 462 887 to confirm your eligibility to study with Endeavour.

Please submit this application form along with supporting documents to educational.pathways@endeavour.edu.au. Please attach your documents as PDFs if possible and include your name and student number (if known) in the body of the email. If necessary, you can send multiple emails.

Acknowledgement that your application has been received will be sent via email from the Educational Pathways office within 48 hours. If you do not receive confirmation, please follow-up with the Educational Pathways Office or your Admissions Adviser.

The outcome of your application may take 10 working days once all evidence is supplied and any further queries from the assessor are addressed.

Section A - Applicant Details

Student Name:	Student Number (if known):
Email:	
Phone Number:	
What previous study have you undertaken? <input type="checkbox"/> Higher Education (HE) <input type="checkbox"/> Vocational Education & Training (VET)	
Institution Name:	
Qualification Name:	
<input type="checkbox"/> Full qualification <input type="checkbox"/> Partial qualification	
Do you have relevant work experience or other learning? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Briefly describe your relevant work experience or other learning:	
What qualification do you wish to study with us?	
Qualification:	
Campus:	

Section B - Applicant Information

When is credit granted?

Credit can be granted when previous study or learning is comparable as defined in the [Recognition of Prior Learning Policy](#).

As described in the policy:

- For higher education courses, maximum credit limits and other conditions apply.
- For vocational education and training courses there are no maximum credit limits, other conditions do apply.

Compiling your Evidence

If your educational pathway is available on the [Articulation Abacus](#) and you wish to apply for credits into the subjects that are indicated in that Abacus Pathway, please supply:

- Your academic transcript(s), statement of attainment(s), record of results(s), or USI statement.

If your educational pathway is not available on the Articulation Abacus, if you wish to apply for credit for subjects that are different to those subjects indicated in an Abacus Pathway, or if you are applying for credits based on informal learning or other experience please supply:

- Your academic transcript(s), statement of attainment(s), record of results(s), or USI statement.
- Relevant subject outlines that show learning outcomes and volume of learning. If possible, name your subject outline files using the format 'BIOH111 Human Biological Science 1'
- Your other relevant evidence (e.g. employer statements, certificates of achievement, or other documents as described in the Credit Recognition section of the College [website](#)).

If evidence is supplied by the applicant in a previous name, documentary evidence of change of name must be supplied. Where evidence is in a language other than English, the applicant must provide a translation by an accredited translator.

For further information please see the [Recognition of Prior Learning Policy](#).

Application Fees

Application fees apply in the following circumstances:

- When the Educational Pathways team offer you a challenge exams or gap assessments
- If you are applying for credit for an entire course

If a fee applies for your application, you will be advised before the application is processed.



Section C - Application Details

Before you complete this form, please check if your previous studies are included in our [Articulation Abacus](#).

- If your pathway is available on the Articulation Abacus and you wish to apply for credits into the subjects that are indicated in that Abacus Pathway you do not need to complete the table in this section. Please confirm below that your pathways are included in the Articulation Abacus and then continue to Section D.
- If your educational pathway is not available on the Articulation Abacus, or if you wish to apply for credit into subjects that are different to those subjects indicated in an Abacus Pathway, or if you are applying for credits based on informal learning or other experience, please complete this section including the table.

My qualification is included in the Articulation Abacus: ☐ Yes ☐ No

Endeavour Subject or Unit to be credited	Evidence Document Name
Insert the code for each subject applying for credit	Name of the document/s that evidences your credit claim
e.g. BIOH111	01_TranscriptUSC 02_BIO101_Subject_Outline 03_BIO102_Subject_Outline



Section D - Declaration

Declaration

I, (name)_____, apply for credit based on the previous learning described above, and have supplied my evidence for assessment and completed Section C (if applicable). I affirm that the statements and evidence included in this application are true in every particular.

Signature:

Date: