

APPLICATION FOR RECOGNITION OF PRIOR LEARNING

This form must be completed if you are seeking to claim recognition of prior learning and original or certified copies of documentary evidence supporting your application must be provided. Please read the Recognition of Prior Learning policy to understand the difference between “Specified” and “Unspecified” credit: [Recognition\_of\_Prior\_Learning.pdf (ichm.edu.au)](https://assets.ctfassets.net/s58hoc3j8a24/27JOvJITPVJxw9fz9K2l55/176b325dd705879abc2afbe519649bfa/Recognition_of_Prior_Learning__1_.pdf)

Please note that recognition of prior learning may be given for successfully completed subjects from an incomplete course.

Please note that details of prior study and/or work experience are essential to progress an Application for Recognition of Prior Learning. Failure to provide details will most likely cause delays in an Application for Recognition of Prior Learning assessment.

S ECTI O N 1 : PERSONAL D ET AIL S

First Name Surname Student ID

S ECTI O N 2 : PRI O R STU DI ES

If you have studied at more than two institutions, please include them on an additional Application for Recognition of Prior Learning form. Institution 1 Dates of Study

…..…./…..…/……… to …..…./…..…/………

Course name

Institution 2 Dates of Study

…..…./…..…/……… to …..…./…..…/………

Course name

S ECTI O N 3 : WORK EXP ERI ENC E

If you have worked at more than one establishment, please include them on an additional Application for Recognition of Prior Learning form.

Employer Duration of employment

Position held

Manager name Manager contact number

S E C T I O N 4 : O T H E R E X P E R I E N C E , e . g ., v o l u n t e e r , p e r s o n a l d e v e l o p m e n t , s h o r t c o u r s e s

Detail of experience. If not enough space, please include them on an additional Application for Recognition of Prior Learning form.

S ECTI O N 5 : SUPPORTING DO CUMENT AT I ON

Please identify and attach the supporting documentation for your Application for Recognition of Prior Learning. See section 7 for further information. Academic: Work Experience:

Academic Transcript Position Description

Statement of Attainment References

Testamur / Parchment Other: (please specify and attach documentation) Subject descriptions / learning outcomes

*(this detail is of utmost importance)*

S E C T I O N 6 : S U B J E C T S Y O U A R E A P P L Y I N G F O R S P E C I F I E D C R E D I T

If you are applying for specified credit in more than 10 subjects, please include them on an additional Application for Recognition of Prior Learning form.

Please indicate the basis for your RPL application in each subject:

Subject Name/Code

Prior Studies Work Experience Other Experience

Subject Name/Code

Prior Studies Work Experience Other Experience

Subject Name/Code

Prior Studies Work Experience Other Experience

Subject Name/Code

Prior Studies Work Experience Other Experience

Subject Name/Code

Prior Studies Work Experience Other Experience

Subject Name/Code

Prior Studies Work Experience Other Experience

Subject Name/Code

Prior Studies Work Experience Other Experience

Subject Name/Code

Prior Studies Work Experience Other Experience

Subject Name/Code

Prior Studies Work Experience Other Experience

S ECTI O N 7 : APPL I CAT IO N

* ICHM accepts scanned documents submitted by email in support of an Application for Recognition of Prior Learning. Copies must be certified.
* All supporting documents must be true and complete records. You must be prepared to provide original documents or original certified copies of supporting documents upon request at any time. Failure to provide documents on request may lead to the rejection of an Application for Recognition of Prior Learning.
* Applications must be lodged through the Admissions office. This can be done any time prior to enrolment. However, applications will not be accepted after the end of the second week from commencement of the Degree program.

S ECTI O N 8 : DECLARATI O N

Please tick each of the following

I agree that ICHM may contact the issuing institution or employer to verify documents.

I declare that to the best of my knowledge, the information I have supplied on this form is true and correct. I have read and understood the Recognition of Prior Learning policy and procedure.

Have you used any additional Application for RPL forms to respond to information requested in Sections 2, 3, 4, 6? Yes No

*If yes, please ensure they are included.*

Student Signature Date