

Specified credit	<i>Granted for one or more specific courses which are mandatory in the degree (core courses). You do not have to complete these courses and are awarded credit points in their place. It can be more difficult to achieve specified credit with recognised prior informal and non-formal learning.</i>				
Unspecified credit	<i>Granted in the form of credit points which take the place of elective courses or other optional components in a degree. It is usually easier to achieve unspecified credit for recognised prior informal and non-formal learning.</i>				
Application number					
Student name					
UniSQ degree name		Major or specialisation		Study period	

Completed courses		Requested UniSQ Credits (Completion of this section will assist in the assessment of your claim)	
Institution name	Year completed	UniSQ Course code	UniSQ Course name

RPL SELF-ASSESSMENT CHECKLIST *(student to complete)*

Please note:	
<ul style="list-style-type: none"> ➤ Submitting an incomplete application will result in a delay in the processing of your application. ➤ The self-assessment checklist has been developed to address factors that can delay the processing time. 	
Ensuring you have addressed the areas below will assist the Program Director in their decision-making and streamline the turnaround time.	
I have:	
	Read the RPL Student Guidelines
	Attached my Official Academic Transcript (where applicable)
	Attached course/subject/unit guides (where applicable)
	Addressed each course or degree learning outcome, using the information provided in the UniSQ Handbook for the current year

	Provided evidence to support each of my claims in relation to course or degree learning outcomes, validated by a credible source. <i>(Note: where written validation is not provided, you may be asked to provide the names and contact details of referees who can verify your knowledge and experience.)</i>
	Read the UniSQ Credit and Exemption Procedure and understand the maximum credit limits for my degree.

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RECOGNITION OF PRIOR LEARNING ASSESSMENT FORM *(UniSQ to complete)*

Section F – COLLEGE / SCHOOL RPL ASSESSMENT RECORD			
Assessor name			
Specified credit approved for			
Course code		Course name	
OR Unspecified credit approved for			
Course code		Course name	
Assessment criteria checklist			
	Validity – the learning outcomes clearly and logically relate to the evidence presented		
	Authenticity – the work and learning is the student’s own		
	Currency – the learning has been acquired recently, usually within the last 10 years, or evidence is provided that currency has been maintained through work or other experience		
	Sufficiency – the volume of learning, knowledge and skills, and application of knowledge and skills demonstrate a sufficient level of equivalence		
Evidence used in assessment			
Outline reasons for assessment decision			
<i>Requests for RPL that are denied will be reviewed by the nominated Responsible Officer.</i>			

NOTE: The AQF requires the University to:

- maximise the credit that students can gain for learning already undertaken
- eliminate unfair or unnecessary barriers for student access to AQF qualifications
- recognise learning regardless of how, when and where it was acquired, provided that the learning is relevant and current and has a relationship to the learning outcomes of the qualification
- make evidence-based, defensible, equitable and transparent RPL decisions
- maintain the integrity of the qualification outcomes and discipline requirements
- take into account the student’s ability to successfully meet the learning outcomes of the qualification.