Application for Recognition of Prior Learning (RPL) Form

Complete this form if you are a current or prospective student and wish to apply for Recognition of Prior Learning and/or unit exemptions in accordance with the IHM Credit and Prior Learning Policy and Credit and Prior Learning Procedure

Section 1: Details of Applicant

Full Name:			
Course:			
Date of Birth:		Student ID Number:	
Email Address:		Submission Date:	
I have completed the sections for (tick all that apply): ☐ Section 2: Prior Learning			

Section 2: Prior Learning

Applicants to complete if applicable

Complete this section if you have undertaken work, study that is not recognised as equivalent to an AQF qualification or unit, or other activities that you believe have contributed to your attainment of knowledge and skills relevant to one or more of the learning outcomes of a unit of study. To qualify for credit on the basis of prior learning, the academics assessing your application will need to be satisfied that the knowledge and skills are of a level equivalent to that of your course. Even if you do not satisfy all of the learning outcomes of a unit of study in this section, it can still be used to supplement the recognition of formal learning for which you have applied in sections 1 and 2.

Evidence to attach any of the following that are applicable:

- Your curriculum vitae
- Evidence of any employment you have undertaken (paid or voluntary) such as payslips, or a letter of employment
- Position descriptions for any position you have held
- Published or unpublished work you have produced
- Other evidence such as membership of organisations, receipts for subscriptions etcetera.

Activities or duties undertaken	Organisation*	Citation for published work	Relevant learning outcome(s)**	Evidence Attached (please list)

For activities undertaken independently, write 'freelance'.

** These can be found in the IHM Course Handbook, on the IHM website or in the study guide for each unit of your course.

Section 3 - Approval

To be completed by the Course Coordinator in consultation with the unit Lecturer or Chair

Course Coordinators are required to evaluate evidence to their satisfaction, and the satisfaction of the unit Lecturer or Chair and in accordance with the Prior Learning Policy and Procedure and the AQF Qualifications Pathways Policy (external). If an outcome cannot be reached immediately, additional evidence may be requested.

Unit*	Outcomes addressed	Evidentiary considerations	Credit granted	Unit Lecturer or Chair initial	Course Coordinator initial
Date			**Signature**		

* For generic credit in courses with electives, write 'Elective 1', 'Elective 2' etcetera.