

Credit Transfer / Recognition of Prior Learning Application Form

Before completing this form, please read our [Cross Credit and Recognition of Prior Learning Policy](#).

IMPORTANT INFORMATION

Credit Transfer may be granted for courses that are offered at Global Leadership Institute (GLI).

- **Credit Transfer for previous courses** may be granted where the content of units or courses studied elsewhere is assessed as demonstrating substantial equivalence in the level of study, learning outcomes, and study duration of the units required to be completed in the course at GLI.
- **Exemption** may be granted where the content of units or courses studied elsewhere is largely similar, but not identical, to the content of units required to be completed in the GLI course. Exemption constitutes the waiver of the requirement to complete a specific required unit(s) but requires you to complete another unit towards your course.
- **Recognition of Prior Learning (RPL)** is the process of assessing knowledge and skills developed through other learning, informal studies, or work-related learning, to determine whether the skills and knowledge contribute to meeting the learning outcomes and assessment criteria of a unit at GLI.

Conditions

- GLI Academic Board or delegated authority will determine the amount of credit that may be granted and transferred to each course as outlined in the [Cross Credit and Recognition of Prior Learning Policy](#). It is important that you are familiar with the policy prior to completing this form.
- Specified credit can only be granted for studies completed within ten years of the time of application for credit.

1. PERSONAL INFORMATION

Family name:	Given name:

Student ID number	Contact Number and Email:

Course of study:

2. PREVIOUS STUDIES

Institution name	Course title (e.g. Graduate Certificate in Leadership)

3. PROFESSIONAL EXPERIENCES WHICH FORM THE BASIS OF APPLICATION

Institution name / Industry / Workplace	Program title / Industry Award

4. COURSE EQUIVALENCE TABLE

After reviewing the structure of your course, use this section to identify the unit(s) which you are requesting to have assessed for credit and the corresponding units you have already completed. Please attach additional sheet if you require more space.

Units completed at other institution(s)			Equivalent GLI unit
(a) Institution	(b) Unit Code	(c) Unit Title	(d) Unit Code

5. DOCUMENTATION

The following documentation **MUST** be provided with this application:

CREDIT TRANSFER

- A certified copy of the **Official Statement of Academic Record** from the institution(s) at which the previous studies were undertaken. Student Administration can certify copies if required. This documentation is to be provided in English. **Note:** Semester result notices are not considered to be an official record
- **Synopses** for all unit(s) for which you are seeking Credit Transfer, including unit values, academic level, and hours. In considering applications, the academic assessor should be able to discern the:
 - Unit value of the unit undertaken
 - Level of the unit (introductory or advanced)
 - Number of hours contact / instruction undertaken including content covered (e.g. weekly lecture schedule)

RECOGNITION OF PRIOR LEARNING

This would normally comprise a portfolio containing a range of supporting materials, and evidence attesting to the student having met the learning outcomes of the identified unit(s), such as:

- Work based Curriculum Vitae
- Essays
- Certified copies of Professional References
- Certified copies of Industry Awards
- Reports
- Workplace documentation, such as position description, third party reports (performance, plan, and reports)
- Work samples, professional development activities

Note: This application will **NOT** be considered until all supporting documentation has been submitted.

6. STUDENT DECLARATION

I declare that to the best of my knowledge the information supplied is correct and complete. I acknowledge that incomplete information may result in the application being returned to me. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications and I declare that the official academic records provided are a true record of my academic results.

Student signature: _____ Date: _____

APPLICATION OUTCOME

Once you have submitted your application, with supporting documentation:

- Your application will be assessed
- You will be notified of the outcome to your **nominated email account**

PRIVACY STATEMENT

GLI collects, stores, and uses personal information only for the purposes of administering student and prospective student admission, enrolment, and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal, or other regulatory authority requirements. For further information consult the [Information and Record Management Policy](#).

Office Use Only:

Credit Transfer Approved:

Date of Approval:

Name of Approver:

Signature: