

INTRODUCTION TO CPL

Hi there,

We're excited that you are interested in studying with AIT, and understand that you may be eligible for credit. Credit for Prior Learning (also known as Recognition of Prior Learning or RPL) is where your previously completed qualifications and work experience are recognised and assessed through an application process. If successful, you will be granted credit for subjects when you complete your enrollment.

However, before we can grant you credit, we need sufficient evidence that your prior learning has occurred and aligns with the subjects in your course of enrolment.

Some Quick Facts:

- Academic credit is limited to 50% maximum of a course;
- CPL generally takes 7 days from the time we receive all of your evidence;
- The cost of CPL is \$100 application fee (non-refundable) and where CPL is granted, the cost of the subject is 30% of the normal tuition fee.

We've designed this process to make it as easy as possible for you with detailed guidance in the CPL kit below on how to submit your application. Of course if you have any questions, we are always here to help. The key steps are as follows:

1. Understand

Read the guidance information below. If you believe you meet the requirements for CPL, review what documentation will be required, and how it will be assessed.

2. Collect

Collect your documentation and supporting evidence, and get them certified by someone authorised (more guidance on who can certify documents [here](#)).

3. Submit

Submit your application (both the CPL application AND your enrolment form) to admissions@ait.edu.au

4. Assess

AIT will assess your application for CPL and be in touch if we require you to provide any further supporting evidence or to clarify any questions.

5. Outcome

We will notify you by email of the outcome of your application usually within 7 days of you submitting the correct and complete documentation. Please note that our decision is final, and there is no right of appeal.

We look forward to your application and I wish you all the best in your journey with AIT.



Ruby Biscuit

General Manager
Academy of Information Technology

SECTION 1: ALL ABOUT CPL

This is the Credit for Prior Learning (CPL) for Academy of Information Technology Pty Ltd (AIT) ABN 35 094 133 641; Provider ID PRV12005; CRICOS 02155J. This kit includes the CPL application form, and detailed instructions on what you need to do in order to successfully submit it. Please:

1. Carefully read through the entire CPL Application Kit before you begin
2. Follow the instructions noted in each section
3. Complete all relevant sections of this application in full
4. Ensure that you complete and sign the declaration page (applications submitted without a signed Student Declaration will not be assessed)
5. Save the completed CPL Application Kit as a digital file changing the file name to include your name and date of submission
6. Submit your completed CPL Application Kit and evidence files by email to admissions@ait.edu.au

What is Credit for Prior Learning (CPL)?

Credit for Prior Learning (also known as Recognition of Prior Learning – RPL) is where your previously completed qualifications and informal learning experiences are recognised through an application process. If successful, you will be granted credit for subjects in your course of enrollment.

Who can apply for CPL?

All students can apply for CPL. If you feel that you have studied or already covered the materials within specific subjects of your course, you may be eligible.

What do I get?

You will be exempt for each subject that you are granted credit for. This means you will not have to complete the subjects to complete your qualification. (Note: A fee of 30% of the subjects full tuition fee is charged).

How much credit can I apply for?

Students may obtain up to 50% of their subjects/credit points in an AIT qualification. Any request for credit over 50% must have special approval by the AIT Academic Board. If you believe you are affected, then please email our admissions team - admissions@ait.edu.au

What if my previous place of study has an articulation agreement or credit transfer arrangements with AIT?

AIT has developed many articulation arrangements based on qualifications from other institutions, which makes the CPL process a lot easier for both you and AIT - as the evidence required for assessment is significantly reduced. Please speak with our sales staff to check if we have any existing arrangements.

What types of learning can I use to get credit?

Learning is broken down into two streams:

- Formal Learning
- Informal and/or Non-Formal Learning

What is Formal Learning?

Formal Learning is part of a structured course that leads to the full or partial achievement of an officially accredited qualification at a recognised educational institution. You must have a minimum grade of a pass for any subject and unit. (e.g. a university, TAFE, or private college). Examples of officially accredited qualifications include:

- Diplomas
- Bachelor Degrees
- Associate Degrees
- Advanced Diplomas
- Postgraduate Degrees

What evidence do I need to have to show formal learning?

To be assessed for credit based on formal learning, you will need to supply the following items:

Testamur and Transcripts – this is a copy of all official testamurs and transcripts for all relevant previous studies. You will need to provide certified copies of all transcripts and qualifications. If you cannot locate any of the official documentation, please contact your previous institution to obtain a copy of your official transcripts.

Unit Outlines - these are detailed unit guides or subject outlines. They must be provided for each unit on your transcript you wish to have assessed for credit. The unit guides usually have information on the course content covered, learning outcomes, required readings, and assessment methods.

NOTE: Supporting documents in a language other than English must be accompanied by a certified English translation.

What is Informal Learning?

Informal (or Non-formal) learning is learning that takes place through a structured program but does not lead to an officially accredited qualification. Informal Learning is not always organised or externally structured in terms of objectives, time or learning support. Some examples of informal learning can include learning on the job, and professional certificates completed.

What evidence can I use?

The evidence needs to document your prior learning and demonstrate either the: Standard of learning required for admission to your specified AIT program, or Achievement of the specific learning outcomes of the subjects for which credit is being applied for. You can use the following to show evidence of informal learning:

- Curriculum vitae;
- Letters or references from employers (on business letterhead);
- References or testimonials from clients (that are not family members or friends);
- Work documents that describe roles, tasks, achievements / job descriptions;
- Evidence of performance review verifying your knowledge, skills and experience;
- Evidence of responsibilities within defined processes;
- Portfolios containing samples of work;
- Certificates and statements of attainment from courses run by employers or professional bodies (you should also include all information about the course(s) completed);
- Results from other non-accredited courses from various education and training providers (you should include the course(s) and subject outlines of all aspects of study);
- Documentation of recognition of merit;
- Documentation covering industry roles (committees, representatives), industry awards;

NOTE: All supporting documents must be in English and be certified copies.

More guidance on who can certify documents [here](#).

Do I need to do anything else when applying for credit using informal or non-formal learning

Yes, as part of the formal evaluation of your evidence, a phone interview may be arranged. The interview could be used to clarify and confirm the actual content behind the evidence provided and what was actually learned.

NOTE: In some cases, students may be required to perform a challenge test to further demonstrate their prior learning.

How do we assess your application?

In assessing both your formal and informal learning, consideration is given to currency, authenticity and relevancy criteria.

Currency is checked to ensure that the learning you have covered is still relevant and in-line with the equivalent subject at AIT. Any formal learning obtained within five years of the date of the application will be considered as current. Any qualifications that have completed outside of this period could still be considered, however, you may need to provide further supporting evidence. If this is the case, we will be in touch.

Relevancy is checked to make sure that your previous learning was achieved at a quality and standard of learning equivalent to the appropriate AQF level. In addition, our team will evaluate the learning outcomes of your previous studies to the learning outcomes of the subject you are applying for.

Authenticity is checked to ensure the validity of the documents provided. It is vital that all evidence you supply is authentic and valid. This simply means it must be what you say it is and be verifiable. Work samples must be your own work and where you have worked collaboratively, you must ensure that this is clearly referenced.

All documents provided must be original documents or original certified copies of supporting documents upon request at any time. Certified copies submitted must bear the certifier's name, title, registration number (where applicable), signature and date with the following statement: *"I certify that I have sighted the original document and this is a true copy of it"*.

SECTION 2: APPLICATION FORM AND DECLARATION

Now that you know what CPL is and what evidence you will need to supply, it's over to you to complete the application form and declaration.

NOTE: This form should be filled out digitally. If you do not have a digital copy of this form, please contact admissions@ait.edu.au.

A. Student Detail (All fields are mandatory)

First name (include any previous names)

Surname (include any previous names) Home

Phone or Mobile

Email Address

Which AIT Course are you applying for?

B. Prior Education Details

In this section, please ONLY input all higher educational or vocational qualifications that you have partially or fully completed.

Name of Institution	Period of study (MM/YYYY)		Name of Qualification	Result
	From	To		

C. Employment Details

Only complete this section if you are applying for informal learning with this CPL application. If not, please proceed to section D.

NOTE: You only need to include employment details that directly relate to the CPL you are applying for.

Name, address and phone number of employers	Period of employment (MM/YYYY)		Position(s) held	Full-time/ Part-time/ Casual / Volunteer	Description of major duties
	From	To			

D. Non-Formal Study Details

Only complete this section if you are applying for informal learning with this CPL application. If not, please proceed to section E.

NOTE: You only need to include non-formal study details that directly relate to the CPL you are applying for.

Name of Institution or Employer	Period of study (MM/YYYY)		Name of Qualification or Course	Description of Course
	From	To		

E. Master Evidence List (**Note:** form continues on following page)

In this section you will be identifying which subjects you want CPL for, and what evidence you have to be considered by AIT. Please ensure that you correctly fill in ALL the sections in blue. Using the link [\[here\]](#), you need to insert the following:

1. Find the subjects that you believe you have the evidence to submit by reading the subject description
2. Copy the subject code and name into the boxes below
3. Find the learning outcomes for that subject and copy them into the correct cell
4. Align the subject name from the previous studies and type of evidence with the learning outcomes

STUDENT TO COMPLETE CHECK THIS REGISTER [link]					OFFICE USE ONLY	
AIT Subject Code	AIT Subject Name	AIT Learning Outcomes	Type Of Evidence <i>Formal, Non-Formal or Informal Learning</i>	Subject Name from Other Provider <i>Insert the name of the subject that aligns with the AIT subject</i>	Learning Outcomes Met	Credit Approved

ACADEMY OF INFORMATION TECHNOLOGY

Credit for Prior Learning Application Form



STUDENT TO COMPLETE CHECK THIS REGISTER [link]					OFFICE USE ONLY	
AIT Subject Code	AIT Subject Name	AIT Learning Outcomes	Type Of Evidence <i>Formal, Non-Formal or Informal Learning</i>	Subject Name from Other Provider <i>Insert the name of the subject that aligns with the AIT subject</i>	Learning Outcomes Met	Credit Approved

ACADEMY OF INFORMATION TECHNOLOGY

Credit for Prior Learning Application Form



STUDENT TO COMPLETE CHECK THIS REGISTER [link]					OFFICE USE ONLY	
AIT Subject Code	AIT Subject Name	AIT Learning Outcomes	Type Of Evidence Formal, Non-Formal or Informal Learning	Subject Name from Other Provider Insert the name of the subject that aligns with the AIT subject	Learning Outcomes Met	Credit Approved

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Comments	
Outcome	
Assessor Name	
Date	

F. Student Declaration

NOTE: ALL students must complete this section.

I declare that all items submitted as part of this CPL Application Kit:

- Have not been copied from another person’s work, except where work is appropriately referenced;
- Have been completed by me solely unless where other authors have been clearly stated; and
- The supporting documents are authentic. (Note: failure to provide documents on request, or the discovery of either fraudulent documents or a misrepresentation, may lead to the rejection of your CPL application)

Student Signature:

Date (DD/MM/YYYY):

G: Now What?

Please return this application form and your supporting documentation via email to admissions@ait.edu.au.

Provided you have sent everything outlined in this CPL kit, you will hear if your application has been successful within 5 working days.

SECTION 3: OFFICE USE ONLY

Task	Name	Date
Application Checked By Admissions		
Application Sent to Academic Department		
Application Checked By Academic Department		
Application returned to Admissions		
Applicant notified of outcome		
Student records updated		