

Introduction To Credit at AIT

Hi,

We're excited that you are interested in studying with AIT, and understand that you may be eligible for credit for certain units of study. Credit is a benefit provided to students, where previously completed learning, subjects, experience and qualifications, which are equivalent to elements of a course, can be used to reduce the subjects required for completion. This requires you to provide us with specific official evidence so that your application can be analysed and your eligibility can be assessed. If successful, you will be granted credit for specific subjects in your course.

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 a maximum of 50% for any course;
- Assessment of credit generally takes 5 working days from the time a completed application form and sufficient valid evidence is received;
- The application for credit will cost \$100 (non-refundable), and where credit is granted, the cost of each subject approved will be 30% of the published tuition fee.

We've designed this process to make it as easy as possible for you with detailed guidance on how to submit your application in the kit below. 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 receiving credit, please review what documentation will be required, and how it will be assessed.

2. Collect

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

3. Submit

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

4. Assess

AIT will assess your application for where credit is granted 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

Executive General Manager
Academy of Information Technology

Section 1: All About Applying for Credit

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

1. Carefully read through the entire 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 Application Kit as a digital file changing the file name to include your name and date of submission
6. Submit your completed Application Kit and evidence files by email to admissions@ait.edu.au

What is Credit?

Credit is an allowance provided to students where one or more of the normal requirements for completing a course are removed. The decision for this is based on students providing official evidence that proves prior learning or study has occurred, which is equivalent to the areas for which credit is being sought. The process of assessment for credit is commonly referred to as Recognition of Prior Learning (RPL). If an application for RPL is successful, credit will be granted credit (also known as advanced standing) for subjects in a course of enrollment.

Who can apply for Credit?

All students can apply for credit. 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 receive advanced standing in any subject you receive credit for. This means you will not have to study those subjects to complete your qualification. (Note: An application fee of \$100 is required at time of application and credited subjects are charged at 30% of the published full tuition fee).

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 formal credit arrangements based on qualifications from other institutions, which makes the credit 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 for a structured course that leads to the full or partial achievement of an officially accredited qualification at a recognised educational institution (e.g., a university, other government or private education provider). When requesting credit based on formal learning, at a minimum you must have achieved a passing grade for any subject and unit used as evidence. Examples of officially accredited qualifications include:

- Diplomas
- Bachelor Degrees
- Associate Degrees
- Advanced Diplomas
- Postgraduate Degrees
- Undergraduate Certificates

Section 1: All About Applying for Credit (cont.)

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/subject 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. Informal learning on its own is not enough to result in the granting of credit for a subject, however if legally verified it may be considered.

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](#).

Section 1: All About Applying for Credit (cont.)

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 how the learning maps to AIT subject outcomes.

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. If you are using informal evidence, it must have been demonstrated within three years of application, and be formally verified.

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 applying for credit is all about 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

Section 2: Application Form and Declaration (cont.)

B. Prior Education Details

In this section, please ONLY input all higher educational or vocational qualifications (Diploma as a minimum) that you have partially or fully completed within the past 5 years.

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 credit application. If not, please proceed to section D.

NOTE: You only need to include employment details that directly relate to the credit you are applying for. Experience must have been gained within the past 5 years.

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			

Section 2: Application Form and Declaration (cont.)

D. Non-Formal Study Details

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

NOTE: You only need to include non-formal study details that directly relate to the credit that 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 wish to seek credit for, and the evidence you are submitting to AIT for consideration. 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 name of the document and type of evidence with the learning outcomes

STUDENT TO COMPLETE - Check This Register [link]					OFFICE USE ONLY (ACADEMIC DEPT.)		
Subject Code	Subject Name	Learning Outcomes	Type Of Evidence Formal, Non-Formal or Informal Learning	Name Of Subject Insert the name of the subject that aligns with the AIT subject	Name of Qualification or Course	Learning Outcomes Met	Credit Approved (Y/N)

Section 2: Application Form and Declaration (cont.)

E. Master Evidence List

STUDENT TO COMPLETE - Check This Register [link]					OFFICE USE ONLY (ACADEMIC DEPT.)		
Subject Code	Subject Name	Learning Outcomes	Type Of Evidence Formal, Non-Formal or Informal Learning	Name Of Subject Insert the name of the subject that aligns with the AIT subject	Name of Qualification or Course	Learning Outcomes Met	Credit Approved (Y/N)

Section 2: Application Form and Declaration (cont.)

E. Master Evidence List

STUDENT TO COMPLETE - Check This Register [link]					OFFICE USE ONLY (ACADEMIC DEPT.)		
Subject Code	Subject Name	Learning Outcomes	Type Of Evidence Formal, Non-Formal or Informal Learning	Name Of Subject Insert the name of the subject that aligns with the AIT subject	Name of Qualification or Course	Learning Outcomes Met	Credit Approved (Y/N)

Section 2: Application Form and Declaration (cont.)

OFFICE USE ONLY	
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 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 application)

Student Signature:

Date (DD/MM/YYYY):

Parent/Guardian
Signature (if under 18):

Date (DD/MM/YYYY):

Comments:

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 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		