

Recognition of Prior Learning Application form

Application for recognition of informal and non-formal learning

Informal learning	Learning gained through work, social, family, hobby or leisure activities and experiences. It is not organised or structured in terms of objectives, time, or learning support.
Non-formal learning	Learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.

Guidance:

1. Accessing the Program Handbook:

2. Identify the Relevant Course:

In the program handbook, review the program's structure and identify the specific course you are interested in. Each course has its own set of learning outcomes.

3. Accessing Learning Outcomes:

Click on the course to view its learning outcomes. Learning outcomes are specific statements that describe what students are expected to know or be able to do after completing the course. They often outline the knowledge, skills, and competencies that the course aims to impart.

4. Crafting Statements:

For each learning outcome, create a detailed statement that explains how your prior experience aligns with it. Your statements should reflect the depth and breadth of your knowledge and skills.

5. Providing Supporting Evidence:

To support your statements, offer supporting evidence that demonstrates your experience and competence in relation to each learning outcome. This can include specific examples, achievements, projects, or work experiences that are relevant to the outcome.

6. Structuring Your Statements:

Consider structuring your statements with the following elements for each learning outcome:

- **Learning Outcome Heading:** Begin with the learning outcome as a heading.
- **Explanation:** Explain how your prior experience aligns with the learning outcome, providing context and details.
- **Supporting Evidence:** Present concrete evidence that demonstrates your capabilities related to the learning outcome.
- **Relevance:** Explicitly state why your experience is relevant and how it prepares you for success in the course.

7. Reusing Evidence:

It's acceptable to reuse evidence when it applies to multiple learning outcomes. Just make sure the evidence is directly relevant to each outcome you reference.

8. Individual Addressing:

Address each learning outcome individually rather than trying to cover them all in a single statement. This ensures clarity and allows you to focus on the specific alignment for each outcome.

By following these steps and creating well-structured, evidence-backed statements, you can effectively demonstrate your preparedness for the course and increase your chances of being accepted. Remember to tailor your statements to each specific course you're applying to, as different courses may have unique learning outcomes and requirements.

9. Submitting the Application:

Please submit your completed application to the appropriate team as listed below:

Domestic students

Undergraduate: programadvice@newcastle.edu.au

Postgraduate: admissions@newcastle.edu.au

International students

Undergraduate and Postgraduate: ia@newcastle.edu.au

Evidence may include (but is not limited to) the following documents.

Resumé or CV	Include job titles, employment dates, and the scope of your duties for each relevant position you've held.
Position description	Provide a position description for your current or previous role. Make sure it includes obligations, staff supervision (if applicable), and any budgetary responsibilities.
Portfolio of work	Include reports, presentations, artwork, or other relevant artifacts that demonstrate your skills and contributions. If the work was collaborative, detail your role and your collaborator's roles.
Written references	Include written references from individuals who can vouch for your experience and qualifications. Please provide referee contact details in case further information is needed. Ensure that the reference confirms the information in your written statement or explains how your experience relates to the learning outcomes.
Memberships	List any relevant industry or association memberships or subscriptions that support your application.
Certificates of attainment	Include certificates that evidence relevant training activities or personal/professional development you have completed.
Letters of support	If applicable, provide letters of support written by individuals with first-hand knowledge of your experience and qualifications.
Photos and recordings	You can include videos, audio recordings, and photographs that demonstrate your performance of relevant tasks and activities.
Logbooks or diaries	Provide logbooks or diaries that detail the tasks you've performed and what you've learned during your a Career Ready Placement style of study .

You must complete the application in full and in your own words. Incomplete applications will not be processed.

You are required to complete a separate application if applying for recognition for more than one Career Ready Placement.

RECOGNITION OF PRIOR INFORMAL AND NON-FORMAL LEARNING APPLICATION FORM

Name:

Student no.

Citizenship Status

Program:

Campus:

Major / Specialisation:

Course code:

Course name:

Details of previous learning/experience for which credit is sought:

Course learning outcomes:

Please refer to the course handbook for information on the course and its learning outcomes.

How I meet the learning outcomes: (maximum of 2000 words - please attach an additional page if needed)

i.e. Demonstrate how your informal or non-formal learning, education and training experiences meet the learning outcomes for the course for which you are seeking credit.

Applicant Declaration:

I understand that:

- I must ensure that the information I have submitted with my application is true, correct and complete.
- Documents submitted with my application will not be returned.
- I will be advised of the outcome of this application via email only.
- I have read and understood the University's statement on privacy and the purposes for which my personal information will be used.
- The University may vary or reverse any decision it makes based on incorrect, incomplete or fraudulent information provided in my application.
- It is an offence to submit fraudulent documentation in support of my application.

Signature:

Date: