

## APPLICATION FOR

# RECOGNITION OF PRIOR LEARNING (RPL)

The Recognition of Prior Learning (RPL) process allows students to apply for exemption into a specified Murdoch Institute of Technology (MIT) award program based on approved study from other Higher Education institutions.

An exemption into a MIT award unit exempts students studying for and undertaking assessments for that unit. **The onus is on the student to present evidence to prove that they have sufficient knowledge to meet the unit requirements through other approved study.**

### How to complete your application

Students must complete the application form (over page) and submit to MIT, ensuring they have:

- completed the application form and signed the declaration.
- supplied ALL evidence required (see list below).

Please note: MIT will not process any application for exemption until both of the above have been completed and submitted.

### Evidence required

Students must provide:

- copies of unit outlines (information must include: learning outcomes, weekly structure, topic list, assessment details, contact hours/student workload).
- verified copies of certificates and transcripts (copies to be certified by a Justice of the Peace or originals sighted by a Kaplan staff member).
- documents in a foreign language will need to be officially translated to English.

### How will my application be assessed

Applications are reviewed by the Admissions Team or nominee against unit outlines. The student will be advised in writing of the decision 10 working days after the completed application has been submitted and received.

### Application deadline

The latest date to submit this application is at close of business on the Friday of week 1 of each trimester.

### Applications restrictions

Students can only apply for RPL at the beginning of their program. RPL applications received by current students mid-way through their program or for units already attempted will be rejected.

### Application fees

Students who submit a Recognition of Prior Learning application form after their enrolment is finalised will be charged a non-refundable AUD250 application fee. Students that receive automatic exemptions from our list of approved providers, are a returning MIT student or who have changed streams and would like a re-assessment do not need to pay the application fee.

### Rules for exemptions

#### 50% rule

Students may obtain exemptions for up to 50% of units in a specified program.

#### 80% content coverage

Evidence of a minimum of 80% coverage of unit content for an exemption to be granted.

#### Exemption for an exemption

Previous study graded as an exemption cannot be used for an exemption into a MIT qualification.

#### Experience and study must be current

Any study cited in an exemption application must have been completed no more than ten years prior to the date of application.

#### Study must be at the right level

Approved study must be at a comparable Australian Qualifications Framework (AQF) level.

#### Examples of approved study

Qualifications from accredited Australian Higher Education institutions or equivalent overseas institution as assessed by Australian Education International – National Office of Overseas Skills Recognition (AEI – NOOSR) in disciplines of finance, commerce, business, economics, accounting, law, or a combination of these.

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### Prior learning

I hereby give notice to Murdoch Institute of Technology that I would like to request exemption from the following unit(s) of study in recognition of prior learning (RPL) undertaken previously. I have included unit descriptors to support my claim for RPL.

Diploma programs Diploma of Business Diploma of Information and Communication Technology Diploma of Communication and Media Studies	MUPC Murdoch University Preparation Course
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Institution					
Unit code	Unit name	MIT equivalent code	MIT equivalent unit name	Date completed	Approved
1.					Y N
2.					Y N
3.					Y N
4.					Y N
5.					Y N
6.					Y N
7.					Y N
8.					Y N
9.					Y N
10.					Y N
11.					Y N
12.					Y N

Institution					
Unit code	Unit name	MIT equivalent code	MIT equivalent unit name	Date completed	Approved
1.					Y N
2.					Y N
3.					Y N
4.					Y N
5.					Y N
6.					Y N
7.					Y N
8.					Y N
9.					Y N
10.					Y N
11.					Y N
12.					Y N

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**USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.**

### Personal details

Title		
Mr	Ms	Other (please specify):
Family name		
First name(s)		Male Female
Date of birth (d/m/y)	Student ID	
Program	Date	

### Documents required

Select the required documentation to support this application.	
Transcripts	Testamur (if applicable)
Unit descriptors	Program structure if not Australian institution

### Student declaration

<p>I have read the instructions provided on this document and supplied all information required</p> <p>I acknowledge that the decision of the Academic Manager or nominee is final and there is no further mechanism within MIT to appeal their decision</p> <p>I have accurately and truthfully represented my study in this application</p> <p>I hold a copy of this application in its entirety including supporting documentation</p> <p>I have not sent any original documentation but I have sent certified copies of originals</p> <p>I will not hold MIT responsible for any lost or damaged documentation provided by me</p> <p>I understand the material sent by me will not be returned</p> <p>I agree to abide by relevant MIT Policies</p>	
Signature	Date

### Payment details

Lodging an RPL application after enrolment is finalised will incur a non-refundable AUD250fee.

**Note: Murdoch Institute of Technology does not accept cash payments.**

Please tick:		
I wish to pay by EFTPOS (payments must be made in person in our offices)		
I enclose a cheque for the amount of <input type="text"/> Payable to Murdoch Institute of Technology		
I would like to arrange a bank transfer:		
Payment* to be made to:		
Account name:	Murdoch Institute of Technology (Deposit)	
Bank:	HSBC Bank Australia Limited	Swift Code: HKBAAU2S
Branch address:	28 Bridge Street, Sydney, NSW 2000	
BSB:	342-011	
Account number:	461498-163	
*You are required to provide a copy of the direct receipt with your completed application form.		
Cardholder name		
Card number	CVV number	Expiry date (m/y)
Signature		Date

**Privacy:** We recommend that you read Kaplan's Privacy Policy published on our website [www.murdochinstitute.wa.edu.au/privacy](http://www.murdochinstitute.wa.edu.au/privacy)

Return this form to your Murdoch Institute of Technology Campus:

### Perth

Building 512,  
Murdoch University, South Street Murdoch  
Western Australia, 6150

Tel: +61 (0)8 9360 1700

Email: [info@murdochinstitute.wa.edu.au](mailto:info@murdochinstitute.wa.edu.au)

### Office use only

This student has been granted RPL		This student has NOT been granted RPL	
Staff name	Staff position	Staff signature	Date
Database updated		Copies of transcripts placed in manual file on:	By (staff name)
By (staff name)			

Reason for exemption from application fee:		
Automatic exemption from approved provider	Authorised by	
Returning Kaplan student	Signature	Date
Reassessment due to student changing streams		