

## 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 an 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.

## Application 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 AUD \$250 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 institutions as assessed by the Australian Government Department of Education's Country Education Profiles (CEP) in disciplines of finance, commerce, business, economics, accounting, law or a combination of these.

## APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)

### Prior learning

I wish 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 <input type="checkbox"/> Diploma of Business <input type="checkbox"/> Diploma of Information and Communication Technology	MUPC / Foundation Studies <input type="checkbox"/> Murdoch University Preparation Course <input type="checkbox"/> Foundation Studies

Institution					
Unit code	Unit name	MIT equivalent code	MIT equivalent unit name	Date completed	Approved
1.					<input type="checkbox"/> Y <input type="checkbox"/> N
2.					<input type="checkbox"/> Y <input type="checkbox"/> N
3.					<input type="checkbox"/> Y <input type="checkbox"/> N
4.					<input type="checkbox"/> Y <input type="checkbox"/> N
5.					<input type="checkbox"/> Y <input type="checkbox"/> N
6.					<input type="checkbox"/> Y <input type="checkbox"/> N
7.					<input type="checkbox"/> Y <input type="checkbox"/> N
8.					<input type="checkbox"/> Y <input type="checkbox"/> N
9.					<input type="checkbox"/> Y <input type="checkbox"/> N
10.					<input type="checkbox"/> Y <input type="checkbox"/> N
11.					<input type="checkbox"/> Y <input type="checkbox"/> N
12.					<input type="checkbox"/> Y <input type="checkbox"/> N

## APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)

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

### Personal details

Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify):	
Family name	
First name(s)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified
Date of birth (dd/mm/yy)	Student Reference Number
Program	Date

### Payment details

Lodging an RPL application after enrolment is finalised will incur a non-refundable AUD \$250 fee.

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

Payment to be made to:	
Account name:	<b>Murdoch Institute of Technology (Deposit)</b>
Bank:	<b>HSBC Bank Australia Limited</b>
Swift Code:	<b>HKBAU2S</b>
Branch address:	<b>28 Bridge Street, Sydney, NSW 2000</b>
BSB:	<b>342-011</b>
Account number:	<b>461498-163</b>
You are required to provide a copy of the bank transfer receipt with your completed application form.	

### Documents required

Select the required documentation to support this application.	
<input type="checkbox"/> Transcripts	<input type="checkbox"/> Testamur (if applicable)
<input type="checkbox"/> Unit descriptors	<input type="checkbox"/> Program structure if not Australian institution

### Student declaration

<input type="checkbox"/> I have read the instructions provided on this document and supplied all information required <input type="checkbox"/> 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 <input type="checkbox"/> I have accurately and truthfully represented my study in this application <input type="checkbox"/> I hold a copy of this application in its entirety including supporting documentation <input type="checkbox"/> I have not sent any original documentation but I have sent certified copies of originals <input type="checkbox"/> I will not hold MIT responsible for any lost or damaged documentation provided by me <input type="checkbox"/> I understand the material sent by me will not be returned <input type="checkbox"/> I agree to abide by relevant MIT Policies	
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

<input type="checkbox"/> This student has been granted RPL		<input type="checkbox"/> This student has NOT been granted RPL	
Staff name	Staff signature	Date	
Staff position			
<input type="checkbox"/> Database updated	By (staff name)	<input type="checkbox"/> Copies of transcripts placed in manual file on:	By (staff name)

Reason for exemption from application fee:		
<input type="checkbox"/> Returning Kaplan student	Authorised by	
<input type="checkbox"/> Reassessment due to student changing streams	Signature	Date