

How and when do I apply?

Step 1 Contact the relevant Head of School [HoS]

- for assistance with the Request for Credit form [see step 3 for downloading instructions]
- for an explanation of the process including:
 - listing relevant completed units
 - providing relevant unit outlines
- to organise an interview if necessary

Step 2 Complete application for enrolment form

- to claim credit it is important to complete the section on *Credit transfer, recognition for prior learning [RPL] and exemptions*
- refer to [Enrolment forms](#) on the ALC website

Step 3 Complete request for credit form

- Download the [Request for credit form – Student](#) from the ALC website at: <http://www.alc.edu.au/enrolments/credit-transfers/>
- The learning outcomes of the units/subjects you have completed need to meet learning outcomes of the ALC unit/s for which you are seeking credit. If they meet these learning outcomes, you can apply for specified credit. If you need help please contact the relevant HoS. Unspecified credit may be granted for study which is equivalent in terms of level of study, but not equivalent in content/outcomes.
- Ensure that you have completed all relevant sections and included all accompanying materials, indicated below. If your application is incomplete processing may be delayed.
- Provide a complete, original or certified copy of your **academic transcript** [which lists the units you have completed and your grades]. Include an explanation of the grading system
Notes:
 - if your academic transcript shows units for which you have received credit you will need to provide earlier transcripts showing the grades you received for those units
 - you are not required to supply academic transcripts if your previous studies were at ALC
 - for details in relation to certified copies of academic transcript refer to point **3 Guidelines for certification of documents** in this document
- Provide **detailed descriptions/learning outcomes** for the units completed as follows:
 - unit/topic/subject outlines [syllabus] provided by the institution at the time when the study occurred
 - the course outline explaining the structure of the course including units/topics/subjects covered, contact hours, duration of the course, and methods of assessment. This is not required if the course was undertaken at ALC or if an articulation

agreement is in place. If you have completed a TAFE qualification, please refer to the Appendices in [Additional Information to Claim Credit/RPL at ALC](#).

- any prior correspondence you may have received from ALC in relation to this request for credit.

Evidence provided should be relevant, current [10 years or less], reliable, sufficient and authentic.

Step 4 **Submit forms**

Submit your request for credit form [with supporting documentation] together with your application for enrolment form, preferably 4 weeks prior to the commencement of studies.

Lodge request for credit form by:

Email to	Fax to
enrolments@alc.edu.au	+61 8 8267 7350
Post to	In person to
ALC, Office of Registrar 104 Jeffcott Street NORTH ADELAIDE SA 5006	relevant HoS <i>If possible please organise an appointment with the HoS so that he/she can go through the documentation with you</i>

What is the process after I have submitted my request for credit form?

Step 1 **HoS to assess the credit request**

- HoS to consult with student [if necessary]

Step 2 **Recommendation of credit request**

- HoS forwards to Academic Dean their recommendation of the credit request

Step 3 **Decision on the credit request**

- Academic Dean approves or denies credit request
- Student consulted [if necessary]

Step 4 **Processing of request of credit form**

- Office of Registrar processes as applicable

Step 5 **Student informed**

- Student is informed of the outcome of the credit request by
 - letter and where appropriate
 - verbal communication

Request for credit process is normally completed within 20 working days

Guidelines for certification of documents

Documents must be **originals or certified true copies**.

- you can bring originals to the Office of Registrar for photocopying and certification.

- ALC will accept copies if they have been properly certified by one of the following: Bank Manager, Barrister, Commissioner for Declarations, Doctor, Dentist, Justice of the Peace, Minister of Religion, Marriage Celebrant, Pharmacist, Police Officer, School Principal, Shire Secretary, Solicitor, Town Clerk, Veterinary Surgeon, Accountant [must be either a member of the Australian Society of Practising Accountants or the National Institute of Accountants]
- The copy will need to be endorsed by any of the persons listed above, with the following information [or a stamp containing the following information]

I certify that this is a true and accurate copy of the original document, which I have sighted.

Signature:

Name in full:

Appropriate position title:

Registration No: [if applicable]

Organisation: [if applicable]

Address: [if applicable]

Date:

For additional information about credit transfer refer to the following document:

[Additional Information to Claim Credit/RPL at ALC.](#)