



RECOGNITION OF PRIOR LEARNING APPLICATION

Please Note:

The trading name for the Lincoln Institute of Higher Education (LIHE) is Lincoln Education Australia (LEA). To avoid delays in processing your application, complete ALL the details including your email address. LEA will contact you after processing your application.

For more information refer to *LEA Recognition of Prior Learning Policy* published on LEA [Recognition of Prior Learning Policy](#).

Recognition of Prior Learning (RPL), also referred to as advanced standing or subject exemption, is a process for establishing credit or advanced standing. RPL enables credit to be given for student achievement through other formal, non-formal or informal learning.

RPL applications must be received with the course application or at least 6 weeks prior to course commencement, whichever is sooner.

RPL Considerations

Australian Qualifications Framework (AQF) level

Completed studies shall be at a comparable AQF level to the subject for which students are seeking an exemption. If the prior study was at a lower AQF level to that in which the exemption is sought, the application shall include evidence (e.g. verified CV, job description, employer letter) showing that the applicant operates at the higher level (e.g. extensive work experience at the higher level).

Maximum Exemptions

Students may typically obtain exemptions for up to 50% of subjects in a specified course.

Currency and Relevance of Knowledge

Study completed more than five (5) years prior to admission to LEA shall be evaluated on a case-by-case basis and may include a review of the applicant's relevant work history.

Exemption for an Exemption

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

Block Credit

Block credit is a pre-determined form of the granting of credit specified in formal articulation agreements between LEA and partner higher education institutions offering comparable courses of study.

RPL Applications

Applications for RPL should demonstrate prior study and/or professional experience in a relevant field. Prior learning may be from:

- a recognised higher education provider
- a registered Vocational Education Training (VET) provider
- a professional body

LEA may provide additional methods to assess a student's knowledge of a given subject, which may include a challenge exam, portfolio or other assessment methods

The Student and Recognitions of prior learning Flowchart details schematically the six stage RPL process.

Before applying for RPL, please ensure that you have read the Recognitions of Prior Learning Policy.

Work Experience

Students who have completed related studies from an accredited higher education provider may apply for RPL. Prospective students who wish to apply for RPL must indicate this intent on the Student Application Form.



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The form must be completed in full and submitted to the Admissions Office with the supporting documents.

LEA shall review the application once the student has submitted all relevant documentation.

Students shall be advised of the outcome of their application within 10 working days of the application being received.

Evidence

Students seeking RPL shall be required to provide evidence such as:

- Subject outlines
- Certified copies of certificates and academic transcripts
- A Curriculum Vitae
- Details of relevant work experience (such as a job description or duty statement)
- Professional references

International Student Exemptions

LEA may recognise training outside of Australia into its courses, provided they meet the AQF standards.

If an international student is granted credits/exemption into a course prior to being granted the student visa, LEA shall indicate the actual course duration (i.e., shorter duration taking account of course credit) in the confirmation of enrolment (CoA) issued to that student for that course.

If an international student is granted credits/exemption into a course after the student's visa is granted, LEA shall report the change of course duration via PRISMS as per the Education Services of Overseas Students (ESOS) Act 2000 requirement.

YOUR PERSONAL AND LEA COURSE DETAILS

Title:	Family Name:	Given Names:
Application ID:	(OR) Student ID:	Contact Phone Number:
Email:	Course Name:	Course Code:
Previous Qualification:		

ENROLMENT STATUS

<input type="checkbox"/> Future Student (New Applicant)	<input type="checkbox"/> Currently Enrolled Student	<input type="checkbox"/> International or Domestic Student
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SUBJECT DETAILS

LEA Subject(s)			For Office Use Only		Previous Qualification Equivalent Subject(s) / Experience		
Subject Code	Subject Name	Credit Points	Outcome G/NG	Not Granted Reason	Subject Code	Subject Name / Experience	Credit Points



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Office Use: Not Granted Reason Codes: 1. Insufficient Support Documents 2. Previous Qualifications Not Relevant 3. Application submitted after the deadline set by LEA.

STUDENT DECLARATION

I have read the Recognitions of Prior Learning Policy and the Recognitions of Prior Learning Flowchart [Policies And Procedures | lincolnau.nsw.edu.au](#) and understand the process, and the potential outcomes. I hereby certify that I have provided the information and supporting documentation required to apply for Recognition of Prior Learning is correct, complete and meet the deadlines set by LEA.

Full Name:	Signature:	Date:
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We will endeavour to contact you through email to advice on the outcome.

Privacy notification: Personal information collected on this form will be used to process your application. Only the people who are directly involved in the process will have access to the information. This application and further communication that form part of the application process will be stored securely at LEA. You have the right to request access to your personal information.

Please return form to:

Admissions Team
 Lincoln Education Australia
 Level 2, 191 Thomas Street, Sydney
 NSW 2000, Australia

Or email: admissions@lincolnau.nsw.edu.au
 Phone: +61290729950

OFFICE USE ONLY – AMISSIONS OFFICER / COURSE COORDINATOR

Full Name:	Signature:	Date:
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For Office Use Only
Date Received:



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Referred to:

Date Referred: