

Applying for credit

Step-by-step user guide

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1 Introduction

1.1 What credit can be granted?

Upon being accepted into Griffith University, you may apply for credit for prior learning which may reduce the time it will take to complete your degree.

The University may grant credit for:

Credit type	Definition	Example
Formal study	Takes place through a structured program of learning that leads to an officially accredited qualification.	Study at other universities and higher education institutions, TAFE and other VET providers Credentialed programs provided by recognised professional bodies, employers and other authorities.
Non-formal learning	Takes place through a structured program of learning but does NOT lead to officially accredited qualification.	Learning and teaching activities undertaken in the workplace, voluntary sector or in community- based settings.
Informal learning	Gained through work, social, family, hobby or leisure activities and experience.	Not organised or externally structured in terms of objectives, time or learning support.
Pathways	Approved with other institutions via an articulation agreement which is an agreement between Griffith University and another institution. Provides specifically approved pathway for progression between a program at the other institution and a Griffith award program.	TAFE Griffith College

For more information, refer to the Credit website. (Refer Figure 1) <u>www.griffith.edu.au/credit</u>



Figure 1 Credit transfer website

1.2 Credit precedent database

The Credit Precedent Database (refer Figure 2) allows you to find out what credit decisions have been made in the past. This allows you to have an idea what you can expect from your credit application.

You can search for information on:

- Another Australian university or training provider
- Overseas institutions
- Open Universities Australia (OUA)
- Another program at Griffith, that is, transferring between programs
- Griffith College
- TAFE
- On exchange (Griffith Global Mobility Studies)
- High school students (GUESTS)
- International Baccalaureate diploma
- Micro-credentials
- MOOCs

CREDIT PRECEDENT DATABASE

Griffith's innovative Credit Precedent Database allows you to find out what credit decisions have been made in the past. These precedents will give you an idea of what you can expect. Select an icon to view precedents.



Another Australian university

or training organisation



Overseas institutions



Open Universities Australia (OUA)



Another program at Griffith

Transferring between programs



Griffith College



TAFE



On exchange (Griffith Global Mobility Studies)



High school students (GUESTS)



International Baccalaureate diploma



Micro-credentials



MOOCs

Figure 2 Credit precedent database

1.3 When to lodge a credit application

Applications for credit may be lodged at any time. However, an application for credit will not be accepted for a course(s) a student is enrolled in, if the census date has already passed. It is far better to have your credit determined prior to the commencement of trimester as it may impact on which courses you enrol in.

2 Applying for credit

Log into myGriffith and choose My program>Credit for prior learning. (Refer Figure 3)

My program		
Bachelor of Forensic Science Program Req	uests	
	My online applications	
Assessment, exams and grades	Digital Campus	Graduation
Everything you need to know about assessment, exams and grades.	Access support, tools and tips to help you thrive online whilst studying through the digital campus.	Steps to graduating, important dates, ceremony information, graduation documents and online
Learn more	Learn more	verification of qualifications.
See my grades		
Credit for prior learning Find out about receiving credit towards your degree	Reviews and appeals We want your experience at Griffith University to be	Enrolment and program planning Find out about the 3 step process to enrolling, and
based on recognition of studies from a previously completed or partially completed program or	positive. You have a right to let us know of concerns about the decisions we make.	to choosing electives.
qualification.	Learn more	Learn more

Figure 3 Choose Credit for prior learning from My program



The Credit transfer webpage will be displayed. (Refer Figure 4)

Figure 4 Credit transfer webpage

Select the Apply button.

APPLY FOR CREDIT

Applying for a credit transfer is quick and easy via our online application Apply >

The online credit application welcome window will be displayed. (Refer Figure 5)

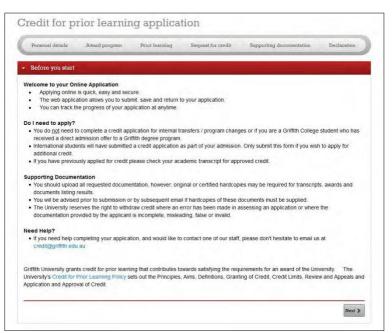


Figure 5 Online credit application welcome window

Carefully read the information on the welcome window.

To continue, choose (Next).

The personal details window will be displayed. (Refer Figure 7)

	Previous applications If you have an existing application which has not yet been submitted, a warning box will display. You can choose to continue that application by choosing the link <u>continue an</u>
	existing application or select Return to existing applications (Return to existing
	applications). (Refer Figure 6)
	Credit for prior learning application
	Personal details Award program. Prior learning Request for coedit Supporting documentation Declaration
Note	Important: You already have an existing application in progress. Please continue if you wish to start a new application. Otherwise, you can continue an existing application by selecting it from your application list
	сонным ин ехиспед аррисация от эмесний и поль усыг аррисация цаг
	✤ Before you start
	Welcome to your Online Application • Applying online is quick, easy and secure. • The web application allows you to submit, save and return to your application. • You can track the progress of your application at anytime.
	Supporting Documentation • You should upload scanned documentation, however original or certified hardcopies may be required for transcripts, awards and documents • The second scanned documentation is the second scanned document of the second scann
	Figure 6 Credit application welcome window when existing application exists.

2.1 Personal details

2.1.1 Personal information

ease answer all questions marked with \star and click	the Next button.		stions?
		• <u>Ask Us</u> a qu	estion
Personal information			
four personal details			
Title	Mr -		
Family Name	Duck		
First Name	Donald		
Middle Name			
Preferred First Name	Donald		
Gender	Female		
	Male	te per se su contra	
	Gender X* (*Includes Indetermina	te/intersex/Unspecified)	
Date of Birth	01/01/1999		
our email address			
Sriffith University has the following email address re- orrect, please sign-up.	corded and it will be used for all comm	iunication relating to your applicati	on. If this is not
Email address	donald.duck@griffithuni.edu.au		
iny Changes?			
lave any of the details above changed or are any details incorrect?	🔿 Yes 💍 No		
			A Save Next
			Mar Save Next

Figure 7 Personal details window

The personal details which you have previously provided will automatically display in the personal information page.

Any changes?

If this information is correct, choose Yes.

If the information is incorrect, choose No.

A text box will display advising that documentary evidence of your current name and date of birth needs to be presented to a Campus Student Connect Centre. (Refer Figure 8)

To continue, choose (Next).

The phone numbers window will be displayed. (Refer Figure 10)

Personal details Award program Prio	r learning Request for credit	Supporting documentation	Declaration
lease answer all questions marked with \star and click	the Next button.	Que • <u>Ask Us</u> a qu	stions?
Personal information			
Your personal details Title	Mr +		
	Duck		
Family Name			
First Name	Donald		
Middle Name			
Preferred First Name	Donald		
Gender	Female Male		
	 Gender X* (*Includes Indetermin 	ate/Intersex/Unspecified)	
Date of Birth	01/01/1999		
Your email address			
Griffith University has the following email address re- correct, please sign-up.	corded and it will be used for all com	munication relating to your applicat	ion. If this is no
Email address	donald.duck@griffithuni.edu.au		
Any Changes?			
Have any of the details above changed or are any details incorrect?	9 Yes 🖱 No		-
Please provide documentary evidence of your of		our <u>Student Centre</u> in order to char	ige your
existing personal details recorded with the Unive	rsity.		/
		-	/
			A Save Next >

Figure 8 Update personal information

2	The information you enter on each page will automatically save when you choose
Note	(Next) and navigate to the next page.
	Alternatively you can choose save (Save) to manually save your information.
	A green bubble will advise that the information has been successfully saved. (Refer Figure 9)
	✓ Your personal information has been saved for this application.
	Figure 9 Green save bubble indicates the information is successfully saved.

2.1.2 Phone numbers

Personal	details Award prog	gram Prior learnin	g Request for credit	Supporting documentation	Declaration
Please answ	er all questions marked v	with ★ and click the Ne:	kt button.	Que • <u>Ask Us</u> a qu	estions?
Person	al information				
Phone	numbers				
	e numbers e following phone numbe	r details recorded.			
Туре	Phone number	Preferred			
Mobile	0412345678	~			
Other	07 37350000				
Any Chan	ges?				
Have any o	f the details above chang det	ed or are any 👘 Yes alls incorrect?	No No		
_					

Figure 10 Phone numbers window

The telephone numbers which you have previously provided will automatically display.

Any changes?

If this information is correct, choose Yes. If the information is incorrect, choose No. A text box advises that you can update your details in myGriffith. (Refer Figure 8) To continue, choose (Next).

The Current address window will be displayed. (Refer Figure 12)

		and the state				_	
lease ansi	ver all questions marked v	vith 🛪 and clic	k the Next but	ton.		Que • <u>Ask Us</u> a qu	estions?
Person	al information						
Phone	numbers						
Your phor	e numbers						
	e following phone numbe	r details record	ed.				
Туре	Phone number	Preferred					
Mobile	0412345678	*					
Other	07 37350000						
Any Chan	iges?						
Have any o	f the details above chang det	ed or are any ails incorrect?	🗑 Yes 🔘 I	No			
Planca	apdate your details in my	Griffith Wou	rill use the det	aile cumplied in mrG	riffith to contact	non if romirod	
Fiease	ipuate your details in my	ormina. ne v	an use the dec	ans supplied in myo	Tanta to contact	you in required.	

Figure 11 Update your contact details in myGriffith.



When you update your contact details in myGriffith, the phone numbers will not change for any credit application which you have already started.

However if staff need to contact you, they will use the contact details available in myGriffith.

2.1.3 Current address

ease answer all questions marked with \star and clich	the Next button.	Que • <u>Ask Us</u> a que	stions?
Personal information			
Phone numbers			
Current addresses			
our address details.			
our address details. /e have the following address details recorded.			
Home	24 Quackers Lane, Dückville Queensland, 4011 Australia		
Mail			
	PO Box 4, Duckville Queensland, 4011 Australia		
ny Changes?	time star		
ave any of the details above changed or are any details incorrect?	Yes No		

Figure 12 Phone numbers window

The address which you have previously provided will automatically display.

Any changes?

If this information is correct, choose Yes. If the information is incorrect, choose No. A text box advises that you can update your details in myGriffith. (Refer Figure 13)

To continue, choose (Next). The Award program window will be displayed. (Refer Figure 14)

Please answer all questions marked with ★ and click	the Next button	Oue	stions?
		<u>Ask Us</u> a qu	
Personal information			
Phone numbers			
 Current addresses 			
Your address details.			
We have the following address details recorded.			
Home	24 Quackers Lane, Duckville. Queensland, 4011 Australia		
Mail			
	PO Box 4, Duckville Queensland, 4011 Australia		
Any Changes?			
Have any of the details above changed or are any details incorrect?	a Yes 💿 No		
Please update your details in myGriffith . We w	ll use the details supplied in myGr	iffith to contact you if required.	

Figure 13 Update your address details in myGriffith.



When you update your address details in myGriffith, the address will not change for any credit application which you have already started.

2.2 Award program

ease answer all questions marked with	★ and click the Next button.		Questions? • Ask Us a question	
Award program				
Select the award you would like c Name	edit to be applied to. Field of Study Status		Expected Graduation	
 Bachelor of Public Relations and Communication (1489) 	B Public Relations & Communica Active			
To change or add upur Field of Chud	, select Update my major/minor from your my	Griffith Student Centre		

Figure 14 Award program window

The programs in which you are enrolled will be listed. Select the program for which you are applying for credit.

To continue, choose (Next). The Prior study window will be displayed. (Refer Figure 15)

2.3 Prior learning

2.3.1 Prior study

You need to identify any prior study for which you want to claim.

Personal	l details	Award program	Prior learning	Request for credit	Supporting doct	imentation	Declaration
vease answ	ver all question	ns marked with \star	and click the Next button	1.		Que: • <u>Ask Us</u> a que	stions?
Prior st	ludy						
Please lis	t any TAFE	/ VET awards as	nd university courses y	you would like ass	essed for credit.		
	st any TAFE			you would like ass	essed for credit.		
		Select Prior			essed for credit. Prior cour	rses	
Add details	of prior study	Select Prior	Study			rses	

Figure 15 Prior study window

Choose the required study option from the drop-down list. (Refer Figure 16)

Please lis	t any TAFE / VET	awards and univ	versity courses yo	u would
Add details	of prior study	Select Prior Study		1
Туре	Institution TA	lect Prior Study T Study FE Study		
	/	iversity / Other Stud	<u>v</u>	

Figure 16 Select required prior study from drop-down list.

2.3.1.1 Prior study – University/Other study (for TAFE refer to section 2.3.1.3 for VET section 2.3.1.4)

Туре	University / Other Study		
Institution location *	Australia	•	
Institution *	Please select	V My institution isn't listed	
Academic level *	Please select		
Name of the award ★			
Award program code *			
Award duration *	Please select		
O Add Course			
		part of this award program and would like to requin h course outlines / study guides for courses you h	

Enter the details of the institution where you completed your university/other study.

Choose	Add Course	(Add	course).	
--------	------------	------	----------	--

Туре	University Study	
Institution location \star	Australia	~
Institution *	Albert Park College	My institution isn't listed
Academic level ★	Graduate Diploma	\checkmark
Name of the award ★ program	Grad Dip Quack-thology	
Award program code ★	QCK101	
Award duration ★ Add Course Use the Add Course but	3 Years	that you have completed as part of this award program.
Add Course		that you have completed as part of this award program.
Add Course Use the Add Course but	ton to enter one or more courses	
Add Course Use the Add Course but Course	ton to enter one or more courses	
Add Course Use the Add Course but Course Nam Course	ton to enter one or more courses	
Add Course Use the Add Course but Course Nam Course	ton to enter one or more courses	

Figure 18 Add courses for the university study.

Enter the Course name, Course code and Completion year for the courses you have studies at university.



You do not need to include all courses which you have studied – only the courses for which you are claiming credit.

Choose Accept (Accept).

A summary of the study will be displayed in the prior study window. (Refer Figure 19) Repeat for all required study.

Please answer all ques	stions marked with \star a	ind click the Next button		uestions?
• Prior study				
Please list any TAI	FE / VET awards and	l university courses you woul	d like assessed for credit.	
Add details of prior st	udy Select Prior St	ludy		
Туре	Institution	Prior award program	Prior courses	
University / Other Study	Armidale College of Advanced Education	Bachelor Quack-thology (1234)	Swamp communications (SC301)	Edit
			copy of your official transcript or statem	
subjects you have	completed with results	s / grades awarded. You do <u>not</u> ne	eed to supply documentation for Griffith	University study.

Figure 19 The prior study summary displays as study details are saved.

2.3.1.2 University is not displayed in list

If the university you attended is not in the drop-down list, choose the checkbox.

Туре	University / Other Study	
Institution location \star	Australia	
Institution *	Please select	Wy institution isn't listed
Unlisted institution *	Enter name of institution	Dal
Academic level *	Please select	
Name of the award * program		
Award program code 🖈		
Award duration \star	Please select	
O Add Course		
		art of this award program and would like to request credi
for. Prior to final submis	sion you will be asked to attach	course outlines / study guides for courses you have liste

Figure 20 Enter details of an unlisted institution.

Enter the name of the institution in the additional field "Unlisted institution".



If the institution you attended is overseas, check that 'Other' is selected in the field "Institution location".

2.3.1.3 Prior study – TAFE

Туре	TAFE Study		
Institution ★	Please select	✓	
Academic level ★	Please select	~	
Name of the award *			
program Award program code ★			
	Yes		

Figure 21 Prior study – TAFE

Enter the details of the institution where you completed your TAFE study. (Refer Figure 21) Choose (Accept).

A summary of the study will be displayed in the prior study window. Repeat for all required study.

2.3.1.4 Prior study – VET

Enter the details of the institution where you completed your VET study. (Refer Figure 22) Choose (Accept).

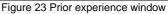
Туре	VET Study		
Institution location \star	Australia	•	
Institution \star	Please select	My institution isn't listed	
Academic level *	Please select	•	
Name of the award ★ program			
Award program code ★			
Completed	Yes		

Figure 22 Prior study - Other

2.3.2 Prior experience

You can request credit for informal learning which is gained through work, social, family, hobby or leisure activities and experience. You can apply for credit for a specific course (specified credit) or for an unspecified elective course (unspecified credit.)

Credit for prior learning application	
Personal details Award program Prior learning Request for credit S	upporting documentation Declaration
Please answer all questions marked with \star and click the Next button.	Questions? + <u>Ask Us</u> a question
Prior study	
Prior experience	and the second
Do you wish to apply for credit based on work or O Yes No other experience you have undertaken?	
	< Previous 1 Save Next >



2.3.2.1 No work or other experience to be considered

If you are not wishing to be considered for any informal learning, Choose No.

To continue, choose (Next).

The Add equivalent course window will be displayed. (Refer Error! Reference source not found.)

2.3.2.2 Applying for specified credit

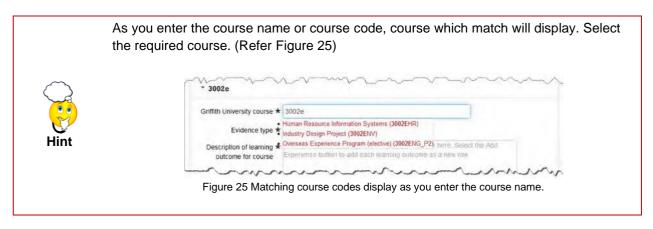
Туре	Work Experience	
Position / Activity *	Production coordinator	
Years of experience *	5	
Are you requesting credit for a specific course?	Yes You are requesting credit for an unspecifie GU elective course	d
an unspecified course (ele- how you have achieved the	ctive), list the Griffith program learnin e program learning outcomes. Select	rate that you have achieved the learning outcomes. For g outcomes from the Griffith program and describe t'Add Experience' to continue. Need help? Select and elective that
 Griffith University 	course	applies to your program
Course type		Enter the year level that applies to the elective
Year level of course."	★ Please select	•
Evidence type	★ Learning Outcome	
		nes of the award here.
Evidence type Description of learning outcome for award program		the

Figure 24 Applying for specified credit

To request consideration for specified credit for informal experience (eg work experience), Choose Yes.

The Prior experience window will expand to display additional information and questions. (Refer **Error! Reference source not found.**)

Enter the Griffith University course for which you are requesting credit.



A link to the course information page will be displayed. (Refer Figure 26)

Turne	Work Experience	
Туре	WOR EXPENSIVE	
Position / Activity *	HR Manager	
Years of experience *	5	
for a specific course?	I Yes	
O Add Experience		
have achieved the course Select 'Add Experience' to	Grifflith course learning outcomes from the Grifflith Course Profile and describe hor learning outcomes addressing the course aims, learning objectives and learning a continue. Need help? Information Systems (3002EHR)	
Griffith University course	Human Resource Information Systems (3002EHR)	
Evidence type	★ Learning Outcome	
Description of learning to outcome for course Human Resource Information Systems (3002EHR)	Copy the learning outcomes from the course profile here. Select the Add Experience toutton to add each learning outcome as a new row.	
Describe how you a achieved this	In your own words, tell us how you have achieved the course learning outcomes, addressing the course aims, tearning objectives and learning activities	

Figure 26 A link to the course information page displays.

Select the link and navigate to the Course Profile. (Refer Figure 27)

		Future students international Research Industry Alumni About Griffith
mpGrittet + Programs and courses + Human	Resource Information Systems (2002D-85)	
Human Resource In	formation Systems (3002)	EHR)
the course without meeting this requirement experience that studients who have not con Credit appearing on your academic transco- Human miscoce management information performed by the human rescortise (HR) for performed by the human rescortise (HR) for exercises, mid-servester and end of serve	If you MUST WITHORNW immediately or contact the pro- patient the presentation cover an impaint on complete the problem emotions. The collections and are of information is provide to the stateting-patiencing and extremylers take takes and how humans impounds information systems (h tere examination, Prenequiate: 2002EHR 048, 2002EHR 0 m Analyse (i) compatible: 2000EHR AND 3002EHR 0 m Analyse (ii) compatible: 2000EHR 000EHR 100	Indicourse or regionements (BECOR) availing at this course, it you have enviro ingram Director (1) you belivery too have extracting committeements. It is not in course and other full as a result, it is also your responsibility to have any Time course and other static and the state of the source of addres tables to organizate course of the organization. This, it is subject thouses on the prevent pactitions course of the organization of the subject thouses on the prevent pactitions of 2020/DECT (2020/DECT) for the subject thouses on the prevent pactitions of 2020/DECT (2020/DECT) for the subject thouses on the prevent pactitions of 2020/DECT (2020/DECT) for the subject thouses on the prevent pactitions of 2020/DECT (2020/DECT) for the subject thouses on the prevent pactitions of the unrese Thessocrab Information Systems). This course is non-resulty offeed at: Nathan
View historical course profile		
Course study informatio	n	
Gredit points (awarded)	Brady level	Statest contribution hand
10 (10)	Undergraduete	Dand 3
Maxally available Nation Sementer 2		
Course offerings and tin	netables	
a 2016 Semester 2, Nathan, On	Campus - In Person	Course par
A 2015 Semester 2, Nathan, On 1	Campus - In Person	Course pro
E Search by keyword or	program code	Programs 🛢 Courses

Figure 27 Select the link to the Course Profile.

Choose 2. Aims and outcomes.

Copy the learning outcomes from the Course Profile. (Refer Figure 28)



Figure 28 Copy the learning outcomes from the course profile.

Paste the first learning outcome into the *Description of learning outcome for course* text box. Describe how you have achieved the Learning Outcome in the *Describe how you have achieved this* text box. (Refer Figure 29)

Add Experience	Add a row for each Learning Outcome here	
a specified course, list the G	Griffith course, you must demonstrate that you have achieved the learning outcome fifth course learning outcomes from the Griffith Course Profile and describe how yo arning outcomes addressing the course aims, learning objectives and learning activit ontinue, Need help?	u
• Human Resource In	formation Systems (3002EHR)	
Griffith University course *	Human Resource Information Systems (3002EHR)	
Evidence type *	Learning Outcome	
Description of learning ★ outcome for course <u>Human Resource</u> Information Systems (3002EHR)	Copy the learning outcomes from the course profile here. Select the Add Experience button to add each learning outcome as a new row Paste the Learning Outcome here	
Describe how you ★ achieved this	In your own words, tell us how you have achieved the course learning outcomes, addressing the course aims, learning objectives and learning achivities Describe how you have achieved the Learning Outcome here	
Remove Experience		

Figure 29 Explain how you have met each learning outcome.

Choose Add Experience (Add experience). A new row will be displayed. (Refer Figure 30)

Trees 1	Made Fundament	
Туре	Work Experience	
Position / Activity *	HR Manager	
Years of experience *	5	
e you requesting credit V for a specific course?	Yes	
Add Experience		
	formation Systems (3002EHR) formation Systems (3002EHR)	
	In mation of stems (overland)	
Griffith University course ★	Human Resource Information Systems (3002EHR)	
Griffith University course ★	Human Resource Information Systems (3002EHR)	
	Human Resource Information Systems (3002EHR)	
Evidence type ★ Description of learning ★ outcome for course Human Resource Information Systems	Human Resource Information Systems (3002EHR) Learning Outcome 2 Develop conceptual and analytical skills in understanding the business processes associated with HR functions with a view to <u>standardise</u> , automate and improve their efficiency and effectiveness.	

Figure 30 Choose Add Experience for each learning outcome.



Add a new row (select Add experience) for each learning outcome.

When each learning outcome has been addressed,

Choose (Accept) (Accept).

The prior experience will be summarised in the Prior experience window. (Refer Figure 31)

				learning. (150 words ervising 20 staff, etc etc	or less)	
Nease list any add details of pri		ience or other qualif Select Prior Experi		u would like assessed	d for credit.	
Туре	Position	Course or Year Level / Type	Evidence Type	Description	This was achieved by	1
Work Experience	HR Manager	Human Resource Information Systems (3002EHR)	Learning Outcome Learning Outcome	1 Ability to unders 2 Develop conceptua	In role as HR Manage.	Edit Remo
Prior to final s	ubmission of	your application, you w	vill have the opportuni	ty to attach evidence of	your prior experience an	d a CV.

Figure 31 The work experience is summarised.

2.3.2.3 Applying for unspecified credit

Type V	/ork Experience			
Position / Activity * P	roduction coordinator			
Years of experience ★ 5				
Are you requesting credit	fes			
• Add Experience	You are requesting credit for an unspecified GU elective course			
an unspecified course (electiv	Griffith course, you must demonstra e), list the Griffith program learning rogram learning outcomes. Select V	outcomes from Add Experience	the Griffith program and descr	
Orman Oniversity Co	Jurse	applies to y	/our program	
Course type 🖈	Please select	•	Enter the year level that	
Course type ★ Year level of course ★	Please select		Enter the year level that applies to the elective	
	1 10/10/10/10/10			
Year level of course ★ Evidence type ★ Description of learning ★ outcome for award program Graduate Certificate in	Please select		applies to the elective	
Year level of course ★ Evidence type ★ Description of learning ★ outcome for award program Graduate Certificate in Enterprise Architecture (3259)	Please select	e e	applies to the elective	

Figure 32 Applying for unspecified credit

To request consideration for unspecified credit for informal experience (eg credit towards free choice elective),

Clear the checkbox adjacent to Yes. (Refer Figure 33)

		_	
Туре	Work Experience		
Position / Activity ★	HR Manager		
Years of experience *	5		
you requesting credit	Yes		
	Yes		
Add Experience order to obtain credit fo n unspecified course (ele	Yes or a Griffith course, you must demonstrate th ective), list the Griffith program learning out ogram learning outcomes. Select 'Add Expe	tcomes from the Griffith program and des	

Figure 33 Clear the checkbox to apply for unspecified credit

Choose Add Experience (Add experience). The window will expand. Select the elective from the drop-down list. (Refer Figure 34.)

		Cancel
Remove Experience		
achieved this	outcomes.	5
Describe how you 🖈	In your own words, describe how you have achieved the prog	gram learning
(1165)		
program Bachelor of Nursing		
outcome for award		
Description of learning *	Copy the program learning outcomes of the award here.	
Evidence type *	Free-choice Elective	
Year level of course 🖈	Approved Elective or free-cho	ice electives.
Course type *		ether there are electives nd if they are either listed
		our award program will
• Griffith University of	ourse The Course	list and requirements
describe how you have achi	eved the program learning outcomes. Select 'Add Experience'	to continue. Need help?
For an unspecified course (eriffith course, you must demonstrate that you have achieve elective), list the Griffith program learning outcomes from the	Griffith program and
Add Experience		
e you requesting credit for a specific course?	Yes	
Years of experience *	5	
Position / Activity *	HR Manager	
Туре	Nork Experience	

Select the required year level that applies to the elective from the drop-down list.

Select the link for the program information page. (Refer Figure 35)

	ce Elective
Course type 🖈	Free-choice Elective
Year level of course 🖈	Second Year
Evidence type 🖈	Learning Outcome
Description of learning * outcome for award program Bachelor of Nursing (1165)	Copy the program learning outcomes of the award here.
Describe how you 🖈 achieved this	In your own words, describe how you have achieved the program learning outcomes.

Figure 35 A link to the Program information page is provided.

Choose *Course list and requirements* from the left navigation of the program page. Choose *Program learning outcomes* and *Program Learning Outcomes for this award*. (Refer

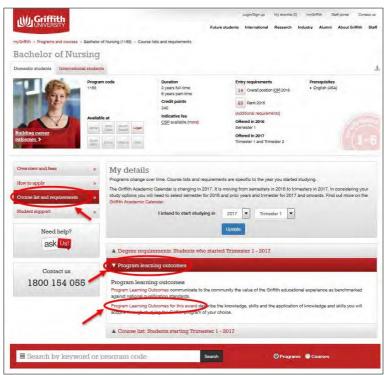


Figure 36 The program information page

The Program Learning Outcomes will display. Copy the outcomes. (Refer Figure 37.)

AGFLEVEL	AQF LEVEL 7 CRITERIA -	PROGRAM LEARNING OUTCOMES
100	BACHELOR DEGREE	
PURPOSE	The Bachelor Degree qualifies individuals w work and as a pathway for further learning.	nio apply a broad and coherent body of knowledge in a range of contexts to undertake profession
KNOWLEDGE	Graduates of a Bachelor Degree will have a broad and coherent body of knowledge, with depth in the underlying principles and concepts in one or more dusciplines as a basis for independent lifelong learning.	Graduates of the Bachelor of Numing will have a broad and coherent understanding of the foundations of anatomy and psychoscial sciences, and the language, expensive and scope or anaung. This will enable them to become client-central, thereay driver, evidence based neurosa able to practice in current, emerging and future setting to enhance the health of individuals, communitie and populations.
		Graduates will demonstrate in-depth knowledge of:
		 the process of assessment, planning, implementation and evaluation of patients
		technical and practical knowledge for client-centred care
		 communication processes required to ensure professional, scholarly and effective oursing care
		 Availabilities of any sequence of the sequence of
		multiple environments and the trends that shape nursing performance and engagement, haulti and wellbeing
		key factors influencing lifespan development and human behaviour
	/	psychosocial, cultural and anvironmental factors impacting on individuals, families and communities which influence risk and resilience.
	-	anatomy and physiology of the human body
		 the principles of safe drug administration including an understanding of absorption and distribution of drugs in the body
		 the role of the norse and other health care professionals in drug administration and client, and/or family education

Figure 37 Copy the program learning outcomes.

Paste the learning outcomes into the *Description of learning outcome for award program* text box. (Refer Figure 38.)

Туре	Work Experience	
Position / Activity *	Production coordinator	
Years of experience *	5	
Are you requesting credit for a specific course?	Yes	
• Add Experience		
an unspecified course (ele	r a Griffith course, you must demonstrate that you have achieved the learning outco bective), list the Griffith program learning outcomes from the Griffith program and des te program learning outcomes. Select 'Add Experience' to continue. Need help? Ce Elective	
Course type	★ Free-choice Elective -	
Course type Year level of course		
	★ First Year	
Year level of course	First Year First Year Central Composition Copy the program learning outcomes of the award here. Paste the Learning Outcomes here	

Figure 38 Paste the learning outcomes into the relevant text box.

Describe how you have achieved the program learning outcomes in the *Describe how you achieved this* text box.

Choose Accept (Accept).

The prior experience will be summarised in the Prior experience window.

Choose Next >

(Next).

The Add equivalent course window will be displayed. (Refer Figure 39.)

Personal details Award program Prior learning Re	quest for credit Supporting d	ocumentation Declaration
lease answer all questions marked with \star and click the Next button.		Questions? • <u>Ask Us</u> a question
Equivalent courses		The second s
Add details of specific courses you wish to request credit for		
	sions that may apply to your prior U	Jniversity study.
Add details of specific courses you wish to request credit for Check the Credit Precedent Database for information on past credit dec Equivalent study or experience I have already undertaken	sions that may apply to your prior l Griffth University course I am r	
Check the Credit Precedent Database for information on past credit dec Equivalent study or experience I have already undertaken		
Check the Credit Precedent Database for information on past credit dec		equesting credit for Add Griffith course
Check the Credit Precedent Database for information on past credit dec Equivalent study or experience I have already undertaken Swamp communications (SC301) - Armidale College of Advanced Education	Griffth University course I am n	equesting credit for Add Griffith course

Figure 39 The Add equivalent course window.



Remember to refer to the Credit Precedent Database. It allows you to find out what credit decisions have been made in the past.

https://www.griffith.edu.au/apply/credit-transfer

2.3.3 Add equivalent course

Choose Add Griffith course. (Refer Figure 40.)

Personal details Award program	Prior learning Re	quest for credit	Supporting does	imentation	Declaration
ease answer all questions marked with \star an	d click the Next button			Ques • <u>Ask Us</u> = que	stions?
Equivalent courses					
and a second descent of the					
idd details of specific courses you wish		cions that was such	to your prior lies	and the street	
		sions that may apply	to your prior Uni	versity study.	,
idd details of specific courses you wish	mation on past credit deci	sions that may apply Griffth University			for
Idd details of specific courses you wish theck the Credit Precedent Database for info	mation on past credit deci y undertaken			aesting credit f	d Gnttith course
idd details of specific courses you wish check the Credit Precedent Database for info Equivalent study or experience I have alread	mation on past credit deci y undertaken		course I am req	aesting credit f	
Add details of specific courses you wish check the Credit Precedent Database for info Equivalent study or experience I have alread Swamp communications (SC301) - Armidale Colli	mation on past credit deci y undertaken	Griffth University	course I am req	aesting credit f	d Griffith cours

Figure 40 Choose Add Griffith course.

The course which you identified earlier in the application will be displayed. (Refer Figure 41)

Prior learning I have *	Swamp communications (SC301) - Armidale College of Advanced Education	
Griffith university course I *		
Course profile		
Unsure which Griffith Un	viversity course to select?	
	equivalent to one or more courses in your program course list (choose program an	d select
the Course list and require	ements link).	
Alternatively, you may be	eligible for credit towards listed or free choice elective courses if offered as part o k your program course list and add a listed or free choice elective course.	of your

Figure 41 Add equivalent course window displays previously entered course information.

Enter the course number of the course for which you are requesting for credit. A link to the course profile will be provided. (Refer Figure 42)



Check the course profile to ensure that the selected course is a good match for your experience.

Prior learning I have * already undertaken	Swamp communications (SC301) - Armidale College of Advanced Education	
Griffith university course I * am requesting credit for	Business Communication (2008EHR)	
Course profile	Business Communication (2008EHR)	
Unsure which Griffith	Iniversity course to select?	
Your prior studies may b	e equivalent to one or more courses in your program course list (choose program and	lselect
the Course list and requi	rements link).	

Figure 42 A link to the course profile is provided.

A summary of the requested credit is displayed in the Equivalent courses window. (Refer Figure 43)

Personal details Award program Prior learning	Request for credit Supporting d	locumentation Declaration
lease answer all questions marked with \star and click the Next bi	utton.	Questions? • <u>Ask Us</u> a question
Equivalent courses		
Add details of specific courses you wish to request cred		
Check the Credit Precedent Database for information on past cre	edit decisions that may apply to your prior t	University study.
Equivalent study or experience I have already undertaken	Griffth University course I am requesting for	g credit
Equivalent study or experience I have already undertaken		g credit Remove
	for	
Swamp communications (SC301) - Armidale College of Advanced	for	Add Griffith course

Figure 43 Requested credit is summarised.

Choose (Next > (Next).

The Supporting documentation window will be displayed. (Refer Figure 44)

2.4 Supporting documentation

A list of required documentation will be displayed.

It is recommended that you upload a copy of all required documentation.

In some cases, the original or certified hardcopy may need to be presented at a campus Student Connect Centre before the credit application is processed.



The University reserves the right to withdraw credit where an error has been made in assessing an application or where the documentation provided by the applicant is incomplete, misleading, false or invalid.

Sectoral	VERSITY								
Home = Admissio	na = Creditfor prior	learning and artic	cultation + Credit for p	nor learning applicatio	n =	Loj	Ideo in Mer	ni Rogers	Logout
Credit f	or prior l	learnin	g applica	ation					
Personal de	etaila Awar	d program	Prior learning	Réqueit los cre	dir 🔰 Sup	porting docum	entation	Dec	laration
			d click the Next bu				Que	stion	ıs?
A Required to	process your applic	ation 🛕 Requ	ired to complete you	ar application 🕜 Re	ceived		Ask Us a q	reation	and the second s
* Supportin	ng documentati	on							
			mentation should b	e uploaded with you	ar application	Where reque	sted, origin	al or cert	ified
To avoid asse hardcopies of	ssment delays, su lyour document(s	pporting docur) must be provi	ded to your Stude	e uploaded with you It Centre before cre nted after you subm	dit will be pro	cessed. Please	e print off ti	ne 'Attaci	nment
To avoid asse hardcopies of coversheel' fe	ssment delays, su your document(s satured on the 'Tra	ipporting docur) must be provi ack your applic	ded to your Studen ation' page, presen	nt Centre before cre nted after you subm	dit will be pro it this applicat	cessed. Please tion, and includ	e print off ti le it with yo	ne 'Attaci iur docur	nment nents
To avoid asse hardcopies of coversheet fe The University	rssment delays, su your document(s satured on the 'Tra y reserves the rigt	ipporting docur) must be provi ack your applic nt to withdraw c	ded to your Studen ation' page, presen	nt Centre before cre nted after you subm or has been made in	dit will be pro it this applicat	cessed. Please tion, and includ	e print off ti le it with yo	ne 'Attaci iur docur	nment nents
To avoid asse hardcopies of coversheet fe The University provided by th	rssment delays, su your document(s satured on the 'Tra y reserves the rigt	pporting docur) must be provi ack your applic it to withdraw c omplete, mislea	ded to your Studer ation' page, preser redit where an erro ading, faise or inva	nt Centre before cre nted after you subm or has been made in	dit will be pro it this applicat	cessed. Please tion, and includ	e print off ti le it with yo	ne 'Attaci iur docur	nment nents
To avoid asse hardcopies of coversheet fe The University provided by th	essment delays, su your document(s eatured on the 'Tra y reserves the right he applicant is inco	opporting docur) must be provi ack your applic nt to withdraw c omplete, mislea	ded to your Studer ation' page, preser redit where an erro ading, faise or inva	nt Centre before cre nted after you subm or has been made in	dit will be pro it this applicat	cessed. Please tion, and includ	e print off ti le it with yo	ne 'Attaci iur docur	nment nents
To avoid asse hardcopies of coversheef fe The University provided by th	issment delays, su your document(s satured on the 'Tra y reserves the rigr he applicant is inco ticial academic tra	opporting docur) must be provi ack your applic nt to withdraw c omplete, mislea	ded to your Studer ation' page, preser redit where an erro ading, faise or inva	nt Centre before cre nted after you subm or has been made in	dit will be pro it this applicat	cessed. Please tion, and includ	e print off ti le it with yo	ne 'Attaci iur docur	nment nents
To avoid asse hardcopies of coversheef fe The University provided by th	issment delays, su your document(s satured on the 'Tra y reserves the right he applicant is inco- tional academic tra surse outline / atod	opporting docur) must be provi ack your applic nt to withdraw c omplete, mislea	ded to your Studer ation' page, preser redit where an erro ading, faise or inva	nt Centre before cre nted after you subm or has been made in	dit will be pro it this applicat	cessed. Please tion, and includ	e print off ti le it with yo	ne 'Attaci iur docur	nment nents

Figure 44 Supporting documentation window

Click one of the listed required documents. The section will expand to display further information. (Refer Figure 45.)

Work and other experin Gurrendum vitee (GV)			
Attach your CV with a summa Requirement	ry of your experiences and skills relevan Date & time loaded	to the credit you have requested.	
Curriculum vitae			(Upiosa
			10

Figure 45 Click a heading to expand.

Choose ^{O Upload} (Upload).

The Upload attachment window will be displayed. (Refer Figure 46)

	standard Microsoft documents, PDF, and most portable image and media formats. Maxin	mum file
size limit is 10MB.		
Requirement	Course outline for Swamp communications (SC301)	
File to upload	Choose File No file chosen	

Figure 46 Upload attachment window

Choose Choose File (Choose file).

Navigate to select the required file.

The upload attachment window will show the percentage complete as the file uploads. (Refer Figure 47)

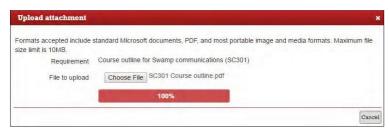


Figure 47 Upload window identifies the percentage complete.

When the document has finished uploading, the supporting documentation window will be displayed. (Refer Figure 48.)

A green tick indicates that the document has been successfully uploaded. You can view or remove the document once it is uploaded.

			In results / grades awarded, Where study o not need to supply documentation for
Griffith University study Requirement	Date & time loaded	Filename	o 1952 meno no antifati annon manon na
Transcript for Bachelor of Queck-thology (1234) Queensland University of Technology	22 July 2016 3 36 58 PM	DDuck_Transcript 1 jpg	Onginal or certified hard copy must be supplied
			@ Upload

Figure 48 Green tick indicates the file successfully uploaded.

Continue uploading all required documents.

Choose (Next). The Other information window will be displayed. (Refer Figure 49)

lcon	Description
8	Attachment successfully uploaded.
A	Attachment required. Not yet uploaded.
A	Attachment was unable to be uploaded.



If you are unable to obtain electronic copies of documentation, you can provide the hard copies to a campus Student Connect Centre. Please print the *Attachment coversheet* which is available on the *Track your application* page.



You may need to submit original or certified hard copy of the documents to a campus Student Connect Centre before your application is assessed.

2.5 Declaration

2.5.1 Other information

Personal details	Award program	Prior learning	Request for credit	Supporting documentation	Declaration
ease answer all ques	flons marked with 🔺 a	and click the Next bu	Ban.	Qu • <u>Ask Us</u> a	estions?
Other informatio	in.				
's there anything e	lse you would like t	o add?			
	her information that yo r application, please pr details for consider	ovide			
	(Aldermore 19214 croin	actors)			
				< Porvio	m & neve Next

Figure 49 Other information

Enter any additional information which may support your credit application.

Choose (Next).

The Review your application window will be displayed. (Refer Figure 50)

2.5.2 Review your application

Personal details Award program Prior learning Request for redit	Supporting documentation Declaration
case answer all questions marked with \star and click the Next Dutton.	Questions?
Other information	
Review your application	
eview your progress wr application progress is outlined below, the following sections are marked as Complete or implete your application as sections must be marked as Complete. Personal details Personal information	incomplete depending on your progress. To
Personal details Phone numbers	*
Personal details Current addresses	~
Degrees Award program	Incomplete 🛕
Prior learning (Prior study	v
Prior learning Prior experience	4
Request for credit j Equivalent courses	~
Supporting documentation Supporting documentation	~
Declaration Other information	4
pplication preview effore you submit this application, we have provided a full transcript of your responses for you lease do so before you submit. <u> </u>	I to preview. If you need to make changes,
· And a second	

Figure 50 Review your application window

Click any section with (Incomplete) as this section must be completed before the application is submitted aside from supporting documentation. This can be submitted after you submit your application will not be assessed until you do so The section which is not yet completed will be displayed. Complete the required information.

Choose Save (Save).

Choose Declaration on the navigation bar to return to Review your application.

2.5.3 Application preview

Choose <u>Download PDF preview</u> (Download PDF preview).

The completed application with all your responses will be available for your to preview.

It is recommended that you review your responses and make any required changes to the application before submitting.

When you are confident that the application is complete,

Choose (Next).

The Declaration window will be displayed. (Refer Figure 50)

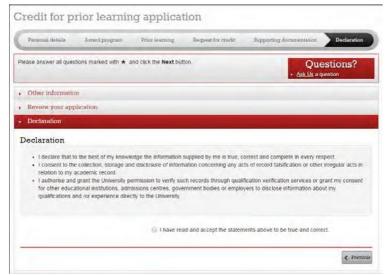


Figure 51 Declaration window

Read the declaration statements.

Choose the checkbox.

Choose Submit application > (Submit application).

The confirmation window will display. (Refer Figure 52)

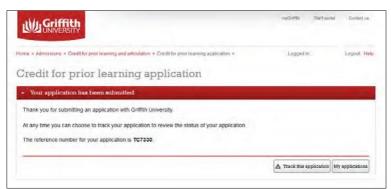


Figure 52 Confirmation window displays once the application is submitted.

3 Tracking your application

Once you have submitted a credit application, you can track the progress and submit additional documents online via the *Track your application* page.

If you have already submitted a credit application, you can track your application on-line. On the My applications web page you can:

- See the status of your application,
- Upload documentation, and
- Download a coversheet to submit documentation at a Student Connect Centre,

3.1 Navigating to track your application

3.1.1 Submission confirmation window

When you submit your application, the confirmation window will display.

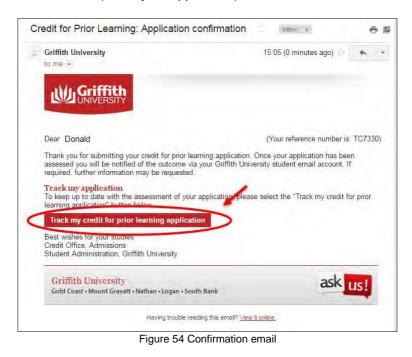
Choose A Track this application (Track this application). (Refer Figure 53/Figure 54)

mpGatWo	Shall portal	Emiled us
Loopedy	n Merril Rogers	Logout Help
A Track this a	pplication My	applications
	Logendi	wyddetth Darf purwi Logged in: Merril Rogers

Figure 53 Choose Track this application from the confirmation window.

3.2 From the confirmation email

Choose TRACK YOUR APPLICATION (Track your application) on the confirmation email.



3.3 From the Griffith University website

Navigate to My online applications the same way as you originally applied for credit.

Log into myGriffith and choose My program>Credit for prior learning. (Refer Figure 55) Quick links 🗸 🦳 My links 🗸 My program Bachelor of Forensic Science Program Re My online applications Assessment, exams and grades Digital Campus Graduation Steps to graduating, important dates, ceremony information, graduation documents and online verification of qualifications. ccess support, tools and tips to help you thrive online hilst studying through the digital campus. ing you need to know about assessment, exams Everyth and grad Learn more Learn more Learn more See my grades Credit for prior learning Reviews and appeals Enrolment and program planning Find out about receiving credit towards your degree based on recognition of studies from a previously completed or partially completed program or qualification. We want your experience at Griffith University to be positive.You have a right to let us know of concerns about the decisions we make. Find out about the 3 step process to enrolling, and guide to choosing electives. Learn more Learn more Learn more

Figure 55 Choose Credit for prior learning from My program

The Credit for prior learning webpage will be displayed. (Refer Figure 56)



Figure 56 Credit for prior learning webpage

Choose the *Credit for prior learning application* link. The online credit application welcome window will be displayed. (Refer Figure 57)

Personal details	Award program	Prior learning	Request for credit	Bupporting documentation	Declaration
	ady have an existing ap 1 application by selec			wish to start a new application.	Otherwise, you ca
Before you start					
- The web applica	line Application is quick, easy and secu ation allows you to subr ne progress of your app	nit, save and return to	your application.		
listing results. • You will be advised • The University results	t scanned documentation d prior to submission or	by subsequent email aw credit where an e	if hardcopies of these do fror has been made in as	y be required for transcripts, awai ocuments must be supplied. sessing an application or where the	
+ If you have previou	usty applied for credit pl	ease check your acai	nsfers / program change demic transcript for previx s part of your admission.		to apply for
leed Help?					
l you need help compl	leting your application.	and would like to cont	act one of our staff, pleas	se don't hesitale to email us at cro	dit@gnflith edu au
	Prior Learning Policy se			rements for an award of the Unive ing of Credit, Credit Limits, Review	

Figure 57 Choose Return to existing application

3.4 Track your application window

Choose the section Submitted applications. Your application will be listed. (Refer Figure 58)

leasé start a r	ew application to continue			Qui • <u>Ask Us</u> a c	estions?
Start an aj	pplication				_
Submittee	1 applications				1 applicatio
Application ID	Application	Created	Submitted	Last updated	
TC6134	Submitted application	07 Jun. 2016	07 Jun. 2016	07 Jun. 2016	Track & Update

Figure 58 Submitted applications are listed.

Choose Track & Update (Track and update).

The Track my credit application window will be displayed.

You can view the status and the outcome of your application. (Refer Figure 59)

	or this application is TC7	331			
Download PDF Re	port				
Credit assessme	ent status				
	to track the progress o cument(s) must be prov			documentation. Where req credit will be processed.	uested, original or certified
	es the right to withdraw o cant is incomplete, misle			e in assessing an applicatio	n or where the documentation
ward program	Bachelor of Nursin	g (1165)	Submitted		
Equivalent study or o	experience	Griffith Univ	ersity course	Assessment status	Assessment outcome
Swamp communication University of Technolog	ns (SC101) - Queensland IV	Organisational	Behaviour (2005EHR)	Oustanding requirements	Not assessed
	to check the status of y	our applicatio	n, or email credit@grif	fith edu.au. You will need to	quote the reference number
Supporting doc	umentation	mentation sho	ould be uploaded with		
rovided above Supporting doc fo avoid assessment oversheet. The 'Atta	umentation delays, supporting docu	mentation sho be downloadd	ouid be uploaded with ed below	your application or follow th	
Supporting doc Supporting doc to avoid assessment oversheet. The 'Atta Required to proce	umentation delays, supporting docu chment coversheet' can	mentation sho be download lequired to com	ouid be uploaded with ed below	your application or follow th	
Supporting doc Supporting doc fo avoid assessment coversheet. The 'Atta Required to proce +	umentation delays, supporting docu chment coversheet" can ss your application 🔥 R	mentation sho be download lequired to com	ouid be uploaded with ed below	your application or follow th	
Supporting doc Supporting doc To avoid assessment coversheet. The 'Atta Required to proce + Official as	uthentlation delays, supporting docu chment coversheet can as your application A R edemic transcript / multi time / anudy guide	mentation sho be download lequired to com	ouid be uploaded with ed below	your application or follow th	quote the reference number
Supporting doc Supporting doc To avoid assessment Conversiteet The 'Atta Required to proce Conversiteet Conversite Conv	unnentation delays, supporting docu chment coversheet" can us your application 🔐 R advantic transcript / trausle time / anidy guide ional) heet supply original or hard o "lease ensure all docum	imentation sho be downloade lequired to com	ouid be uploaded with ed before plete your application est way to progress yo its or you are unable to	your application or follow th Received	e instructions below and use ou

Figure 59 Track my credit application window

3.5 Application status and outcome

Description	Status	Outcome	What you need to do
Application is submitted but has not yet been sent for assessment.	Submitted	Not assessed	No action required
The application has been submitted without all the required documentation.	Outstanding requirements	Not assessed	Upload all required documentation.
Additional documentation still required.	Further information requested	Not assessed	Upload all required documentation.
Additional information has been supplied.	Submitted	Not assessed	No action required
The application assessment has commenced.	Sent for assessment	Not assessed	No action required
The application has been reviewed, but original documentation has not been viewed.	Awaiting original or certified hard copy	Not assessed	Original or certified copy of documentation must be presented to a Student Connect Centre.
Assessment item has been reviewed and approved.	Transcript yet to be updated	Approved	No action required

Description	Status	Outcome	What you need to do
Assessment is approved and finalised.	Complete – Transcript updated	Approved	No action required
Assessment is unsuccessful.	Complete	Not Approved	No action required

3.6 Supporting documentation

If there are any outstanding documentation required for your application, you may submit these online.



In some cases, the original or certified hardcopy may need to be presented at a campus Student Connect Centre before the credit application is processed.

A green tick will be displayed adjacent to all the documents which you provided when you submitted your application.

lcon	Description
\$	Attachment successfully uploaded.
A	Attachment required. Not yet uploaded.
A	Attachment was unable to be uploaded.

For information on how to upload a document, please refer to 2.4 Supporting documentation on page 25.



While supporting documentation can be uploaded, it is important that you retain all original or certified copies as the University will verify the records. The submission of false, fraudulent, incorrect, incomplete or misleading information will result in cancelling any approved credit.

3.6.1 Supplying documentation to a campus Student Connect Centre

If you do not have access to a scanner to create an electronic copy of the required documents, it is possible to submit the application with no documentation, and using the coversheet, submit the required documentation at a campus Student Connect Centre.

In some cases, the original or certified hardcopy must to be presented at a campus Student Connect Centre before the credit application is processed. You must include a completed coversheet when submitting documentation.

3.6.2 Downloading the coversheet

La Download Coversheet

To download the coversheet, choose (Download coversheet). Print the coversheet (refer Figure 60) and submit your documentation at a campus Student Connect Centre.

	Course outline / study guide	
•	Other (optional)	
tachm	nt coversheet	
loadin	your attachments above is the quickest and easiest way to progress your application.	
	required to supply original or hard copy documents or you are unable to upload your documents, you can submit them at	
	required to supply original or hard copy documents or you are unable to upload your documents, you can submit them at il Centre. Please ensure all documents are accompanied by a coversheet. The 'Attachment coversheet' can be domioaded	below
ny Stuc		l belor
ny Stuc	nt Centre. Please ensure all documents are accompanied by a coversheet. The 'Attachment coversheet' can be downloaded	i belor

Figure 60 Download a coversheet

UNIVERSITY		1 2 3 4 5	6 7
CREDIT	FOR PRIOR LEARNIN		
1. APPLICATION DETAILS			
This coversheet must accompany applie	cable documentation for your credit	for prior learning application.	
Applicant Name Donald Duck	Reference Number TC6134	Student ID 1234567	
2. PROGRAM CREDIT REQUESTED	FOR		
Bachelor of Public Relations and Comr	nunication (1489) (1489)		
3. ATTACHED DOCUMENTATION			-
Please tick the relevant box/es to indi	cate which documents are attache	1	
Official academic transcript / result	s 🖂 Cour	se outline / study guide	
Work and other experience	Curri	culum vitae (CV) (optional)	
Cither (optional)			
4. RETURN OF DRIGINAL DOCUMEN	ITS		
F	Would you like your original docu	ments returned to you?	
had	Mailing address for return of origi	A construction of the state	

Figure 61 Document coversheet must be included for all documents presented to the Student Connect Centre.