

Applying for credit

Step-by-step user guide

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Version 2

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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)

www.griffith.edu.au/credit



Figure 1 Credit transfer website

Further support

Email credit@griffith.edu.au

Technical issues – contact IT Help (telephone (07) 3735 5555)

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.

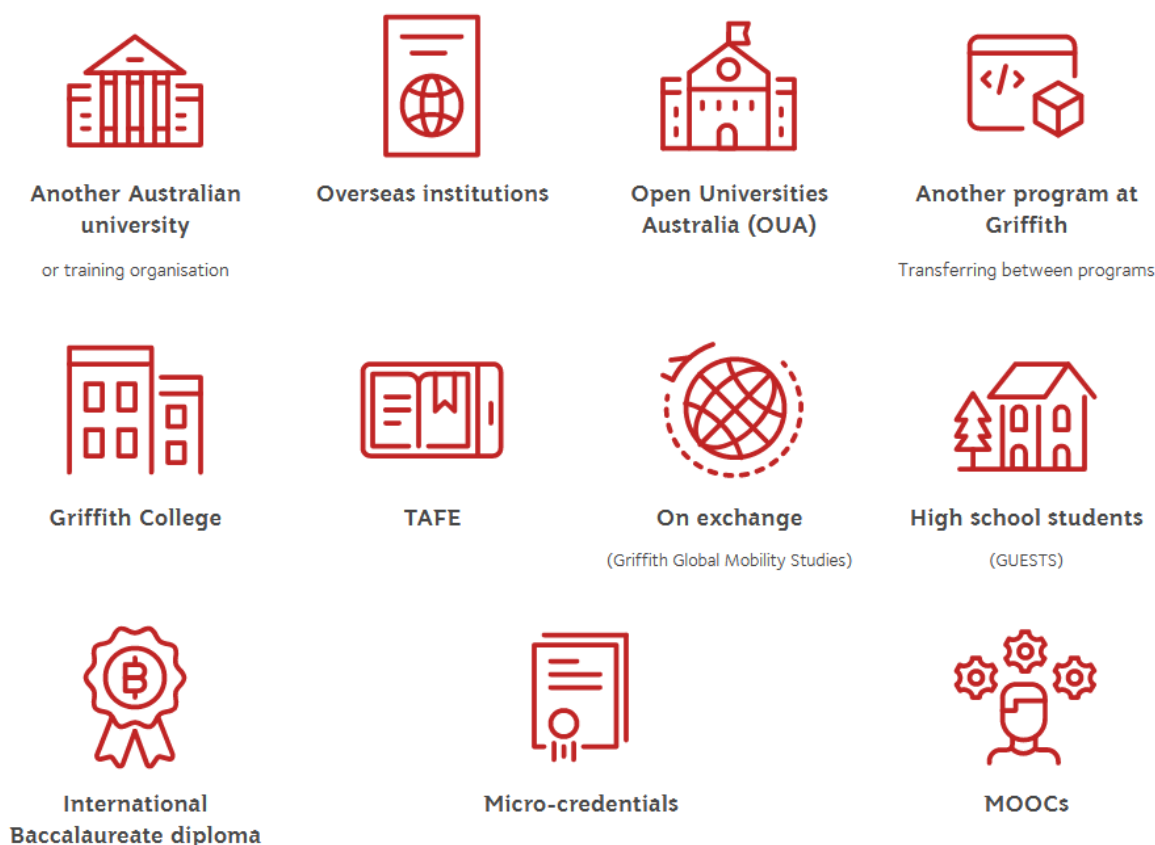


Figure 2 Credit precedent database

Further support

Email credit@griffith.edu.au

Technical issues – contact IT Help (telephone (07) 3735 5555)

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)

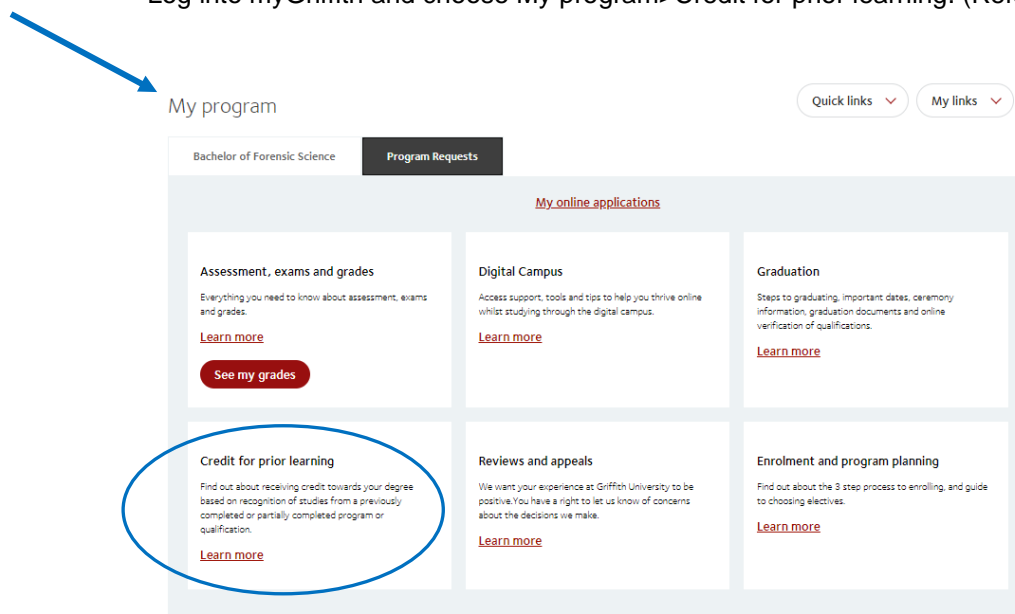


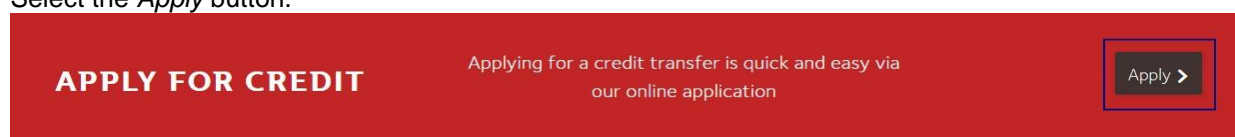
Figure 3 Choose *Credit for prior learning* from *My program*

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



Figure 4 Credit transfer webpage

Select the *Apply* button.



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

Figure 5 Online credit application welcome window

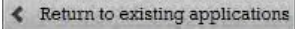
Carefully read the information on the welcome window.

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 **continue an**

existing application or select  (Return to existing applications). (Refer Figure 6)



Note

Figure 6 Credit application welcome window when existing application exists.

2.1 Personal details

2.1.1 Personal information

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)

Figure 8 Update personal information



The information you enter on each page will automatically save when you choose  (Next) and navigate to the next page.

Alternatively you can choose  (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

Credit for prior learning application

Personal details | Award program | Prior learning | Request for credit | Supporting documentation | Declaration

Please answer all questions marked with ★ and click the **Next** button.

Questions?
Ask Us a question

Personal information

Phone numbers

Your phone numbers
We have the following phone number details recorded.

Type	Phone number	Preferred
Mobile	0412345678	✓
Other	07 37350000	

Any Changes?
Have any of the details above changed or are any details incorrect? ☒ Yes ☐ No

Previous Save Next

Current addresses

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** (Next).

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

Credit for prior learning application

Personal details | Award program | Prior learning | Request for credit | Supporting documentation | Declaration

Please answer all questions marked with ★ and click the **Next** button.

Questions?
Ask Us a question

Personal information

Phone numbers

Your phone numbers
We have the following phone number details recorded.

Type	Phone number	Preferred
Mobile	0412345678	✓
Other	07 37350000	

Any Changes?
Have any of the details above changed or are any details incorrect? ☒ Yes ☐ No

Please update your details in **myGriffith**. We will use the details supplied in **myGriffith** to contact you if required.

Previous Save Next

Current addresses

Figure 11 Update your contact details in myGriffith.

**Note**

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

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)

Credit for prior learning application

Personal details | **Award program** | Prior learning | Request for credit | Supporting documentation | Declaration

Please answer all questions marked with ★ and click the **Next** button.

Questions?
Ask Us a question

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? ☒ Yes ☐ No

Please update your details in **myGriffith**. We will use the details supplied in **myGriffith** to contact you if required.

Previous Save Next

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

Credit for prior learning application

Personal details | **Award program** | Prior learning | Request for credit | Supporting documentation | Declaration

Please answer all questions marked with ★ and click the **Next** button.

Questions?
Ask Us a question

Award program

Select the award you would like credit to be applied to.

Name	Field of Study	Status	Expected Graduation
<input checked="" type="radio"/> Bachelor of Public Relations and Communication (1489)	<input type="text" value="B Public Relations & Communica"/>	Active	

To change or add your Field of Study, select *Update my major/minor* from your myGriffith Student Centre

Previous Save Next

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.

Figure 15 Prior study window

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

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)

Figure 17 Prior study - University

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

Choose  (Add course).

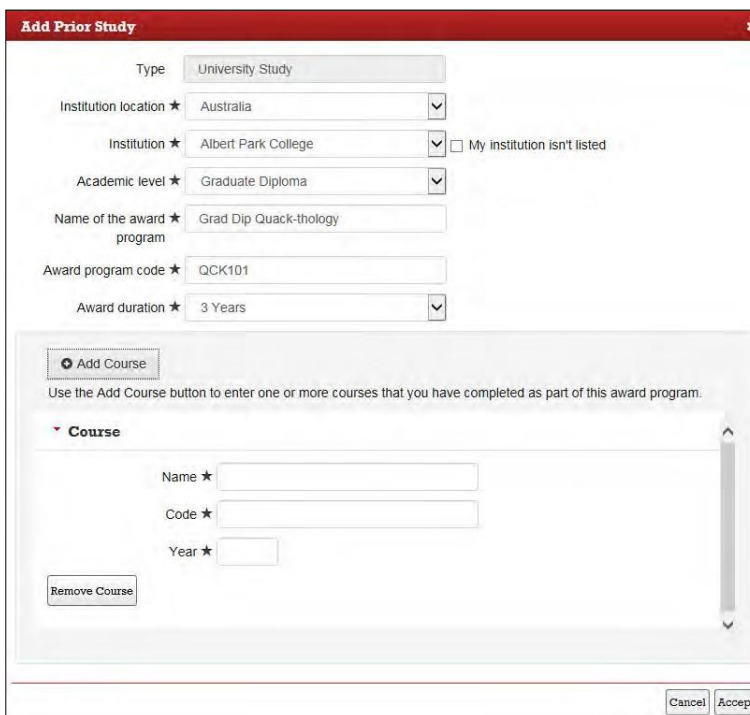



Figure 18 Add courses for the university study.

Enter the Course name, Course code and Completion year for the courses you have studied 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).

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

Repeat for all required 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.

Figure 20 Enter details of an unlisted institution.

Enter the name of the institution in the additional field “Unlisted institution”.



Hint

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

2.3.1.3 Prior study – TAFE

Figure 21 Prior study – TAFE

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

Choose **Accept** (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** (Accept).

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.)

Figure 23 Prior experience window

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

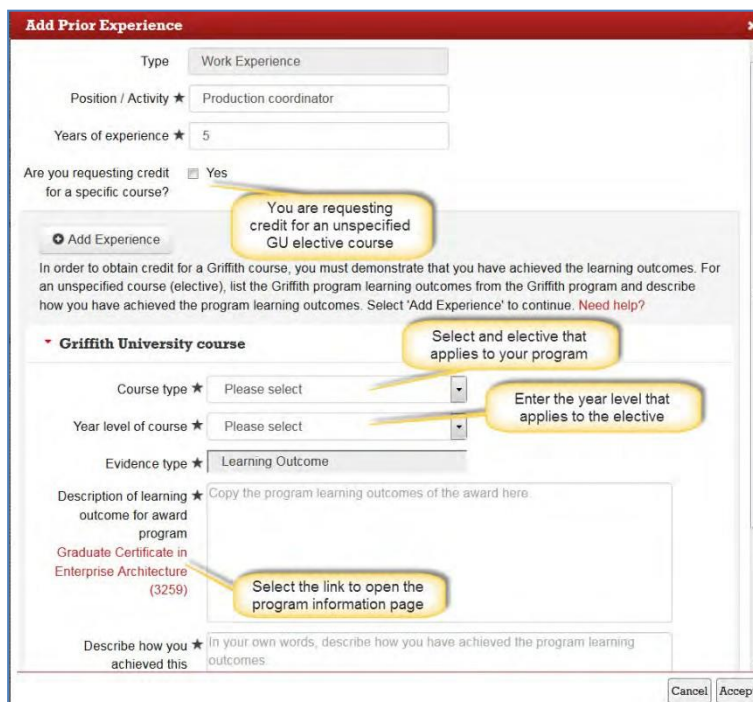


Figure 24 Applying for specified credit

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.

As you enter the course name or course code, course which match will display. Select the required course. (Refer Figure 25)



Hint

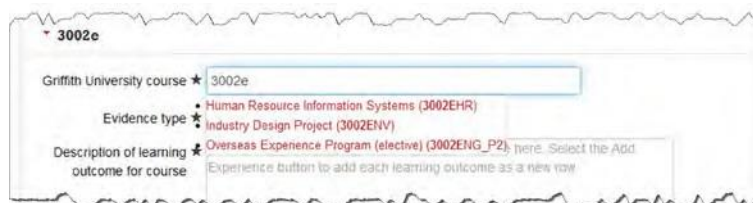


Figure 25 Matching course codes display as you enter the course name.

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

Add Prior Experience

Type: Work Experience

Position / Activity: HR Manager

Years of experience: 5

Are you requesting credit for a specific course? ☒ Yes

Add Experience

In order to obtain credit for a Griffith course, you must demonstrate that you have achieved the learning outcomes. For a specified course, list the Griffith course learning outcomes from the Griffith Course Profile and describe how you have achieved the course learning outcomes addressing the course aims, learning objectives and learning activities. Select 'Add Experience' to continue. [Need help?](#)

Human Resource Information Systems (3002EHR)

Griffith University course: Human Resource Information Systems (3002EHR)

Evidence type: Learning Outcome

Description of learning outcome for course: Human Resource Information Systems (3002EHR)

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 activities.

Remove Experience

Cancel Accept

Figure 26 A link to the course information page displays.

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

Griffith University

myGriffith > Programs and courses > Human Resource Information Systems (3002EHR)

Human Resource Information Systems (3002EHR)

This course has a Prerequisite requirement which means you MUST successfully complete the listed course or requirements BEFORE enrolling in this course. If you have enrolled in the course without meeting this requirement you MUST WITHDRAW immediately or contact the Program Director if you believe you have extenuating circumstances. It is our experience that students who have not completed the prerequisite course struggle to complete the course and often fail as a result. It is also your responsibility to have any Transfer Credit appearing on your academic transcript before enrolling. The collection and use of information has long been recognised as a potential source of added value to organisations. Human resource management information is pivotal to the strategic planning and subsequent success of the organisation. Thus, the subject focuses on the primary activities performed by the human resources (HR) function and how human resource information systems (HRIS) can be developed to support these activities. Assessment includes workshop exercises, mid-semester and end of semester examination. Prerequisite: 3002EHR OR 2002EHR OR 2002MGT OR 2005MGT (Human Resource Management Principles OR Human Resource Principles OR Information Systems Analysis) Incompatible: 3010MGT AND 3002EHR (Human Resource Information Systems) This course is normally offered at: Nathan Semester 2, DAY (even years), NIGHT (odd years)

[View historical course profile](#)

Course study information

Credit points (awarded): 10 [10]

Study level: Undergraduate

Student contribution band: Band 2

Course offerings and timetables

▲ 2018 Semester 2, Nathan, On Campus - In Person

▲ 2019 Semester 2, Nathan, On Campus - In Person

[Course profile](#)

Search by keyword or program code

First peoples: Aboriginal and Torres Strait Islander

Feedback | Privacy policy | Copyright notices | ENSC0300 | Griffith Credit | Login | Relevance | Australia

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)

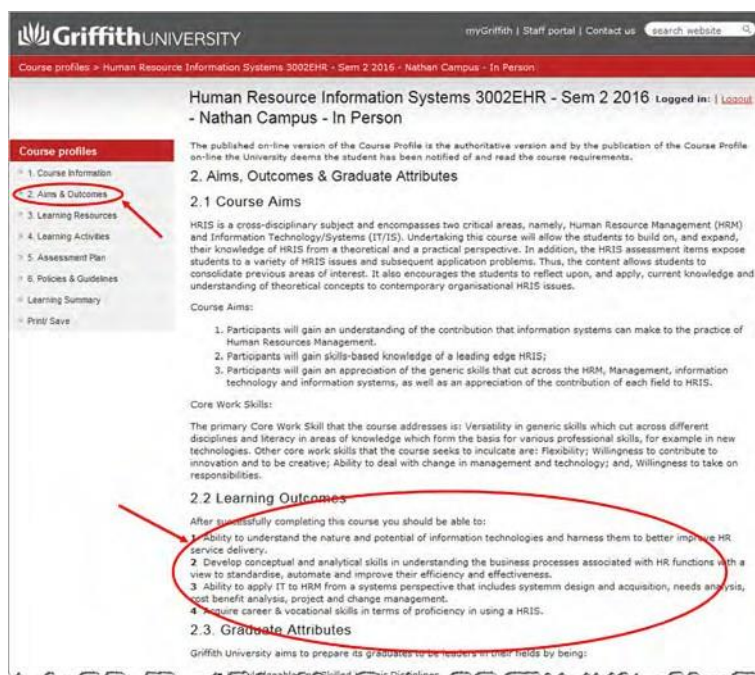


Figure 28 Copy the learning outcomes from the course profile.

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)

Figure 29 Explain how you have met each learning outcome.

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

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)

Type	Position	Course or Year Level / Type	Evidence Type	Description	This was achieved by
Work Experience	HR Manager	Human Resource Information Systems (3002EHR)	Learning Outcome	1 Ability to unders...	In role as HR Manage...
			Learning Outcome	2 Develop conceptua...	I developed and impl...

Figure 31 The work experience is summarised.

2.3.2.3 Applying for unspecified credit

The screenshot shows the 'Add Prior Experience' form. The 'Type' is set to 'Work Experience', 'Position / Activity' is 'Production coordinator', and 'Years of experience' is '5'. The checkbox 'Are you requesting credit for a specific course?' is checked. Annotations include: 'You are requesting credit for an unspecified GU elective course' pointing to the checkbox; 'Select an elective that applies to your program' pointing to the 'Course type' dropdown; 'Enter the year level that applies to the elective' pointing to the 'Year level of course' dropdown; and 'Select the link to open the program information page' pointing to the 'Description of learning outcome for award program' text area.

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)

The screenshot shows the 'Add Prior Experience' form. The 'Type' is set to 'Work Experience', 'Position / Activity' is 'HR Manager', and 'Years of experience' is '5'. The checkbox 'Are you requesting credit for a specific course?' is now unchecked. A red circle and arrow highlight the checkbox.

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.)

Add Prior Experience

Type: Work Experience

Position / Activity ★: HR Manager

Years of experience ★: 5

Are you requesting credit for a specific course? ☐ Yes

Add Experience

In order to obtain credit for a Griffith course, you must demonstrate that you have achieved the learning outcomes. For an unspecified course (elective), list the Griffith program learning outcomes from the Griffith program and describe how you have achieved the program learning outcomes. Select 'Add Experience' to continue. [Need help?](#)

Griffith University course

Course type ★: Please select

Year level of course ★: Approved Elective

Evidence type ★: Listed Elective

Description of learning outcome for award program: Bachelor of Nursing (1165)

Describe how you achieved this: In your own words, describe how you have achieved the program learning outcomes.

Remove Experience

Cancel **Accept**

The Course list and requirements section of your award program will indicate whether there are electives available and if they are either listed or free-choice electives.

Figure 34 Select the elective option from the drop-down list.

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)

2nd Year Free-choice 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)

Describe how you achieved this: In your own words, describe how you have achieved the program learning outcomes.

Remove Experience

Cancel **Accept**

The Course list and requirements section of your award program will indicate whether there are electives available and if they are either listed or free-choice electives.

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.)

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.)

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).

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

Choose  (Next).

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

Figure 39 The Add equivalent course window.

**Remember**

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.)

Figure 40 Choose Add Griffith course.

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

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)

**Hint**

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

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)

Figure 43 Requested credit is summarised.

Choose  (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.



Note

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.

Griffith UNIVERSITY

myGriffith | Staff portal | Contact us

Home » Admissions » Credit for prior learning and articulation » Credit for prior learning application »

Logged in: Merrin Rogers | Logout | Help

Credit for prior learning application

Personal details | Award program | Prior learning | Request for credit | **Supporting documentation** | Declaration

Please answer all questions marked with ★ and click the **Next** button.

⚠ Required to process your application | ⚠ Required to complete your application | ✓ Received

Questions?
Ask Us a question

Supporting documentation

To avoid assessment delays, supporting documentation should be uploaded with your application. Where requested, original or certified hardcopies of your document(s) must be provided to your [Student Centre](#) before credit will be processed. Please print off the 'Attachment coversheet' featured on the 'Track your application' page, presented after you submit this application, and include it with your documents.

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.

- ⚠ Official academic transcript / results
- ⚠ Course outline / study guide
- Other (optional)

Previous | Save | Next

Figure 44 Supporting documentation window

Click one of the listed required documents.

The section will expand to display further information. (Refer Figure 45.)

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.

- Work and other experience (optional)
- Curriculum vitae (CV) (optional)**
- Other (optional)

Attach your CV with a summary of your experiences and skills relevant to the credit you have requested.

Requirement	Date & time loaded	Filename
Curriculum vitae		Upload

Previous | Save | Next

Figure 45 Click a heading to expand.

Choose **Upload** (Upload).

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

Upload attachment

Formats accepted include standard Microsoft documents, PDF, and most portable image and media formats. Maximum file size limit is 10MB.

Requirement	Date & time loaded	Filename
Course outline for Swamp communications (SC301)		Choose File No file chosen

Cancel

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)

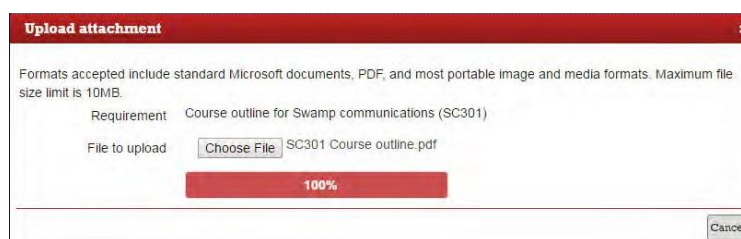


Figure 47 Upload window identifies the percentage complete.

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.

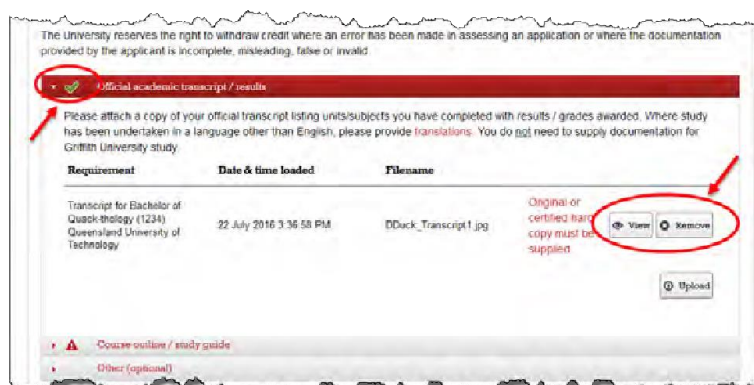





Figure 48 Green tick indicates the file successfully uploaded.

Continue uploading all required documents.

Choose  (Next).

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

Icon	Description
	Attachment successfully uploaded.
	Attachment required. Not yet uploaded.
	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

The screenshot shows the 'Credit for prior learning application' form. At the top, a navigation bar includes 'Personal details', 'Award program', 'Prior learning', 'Request for credit', 'Supporting documentation', and 'Declaration'. Below the navigation bar, a message states: 'Please answer all questions marked with ★ and click the Next button'. A 'Questions?' button with a sub-link 'Ask Us a question' is on the right. The 'Other information' section is highlighted in red. It contains the question: 'Is there anything else you would like to add?' followed by a text area and a character count '(Maximum: 1024 characters)'. At the bottom, there are 'Previous', 'Save', and 'Next' buttons, and a 'Review your application' link.

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


The screenshot shows the 'Credit for prior learning application' form, 'Review your application' section. The navigation bar is the same as in Figure 49. The 'Review your application' section is highlighted in red. It contains a 'Review your progress' section with a message: 'Your application progress is outlined below; the following sections are marked as Complete or incomplete depending on your progress. To complete your application all sections must be marked as Complete.' Below this is a table showing the progress of various sections:

Personal details Personal information	Complete ✓
Personal details Phone numbers	Complete ✓
Personal details Current addresses	Complete ✓
Degrees Award program	Incomplete ⚠
Prior learning Prior study	Complete ✓
Prior learning Prior experience	Complete ✓
Request for credit Equivalent courses	Complete ✓
Supporting documentation Supporting documentation	Complete ✓
Declaration Other information	Complete ✓

Below the table is an 'Application preview' section with a message: 'Before you submit this application, we have provided a full transcript of your responses for you to preview. If you need to make changes, please do so before you submit.' There is a 'Download PDF preview' button. At the bottom right, there is a 'Previous' button.

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 but 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).

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

2.5.3 Application preview

Choose  (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)

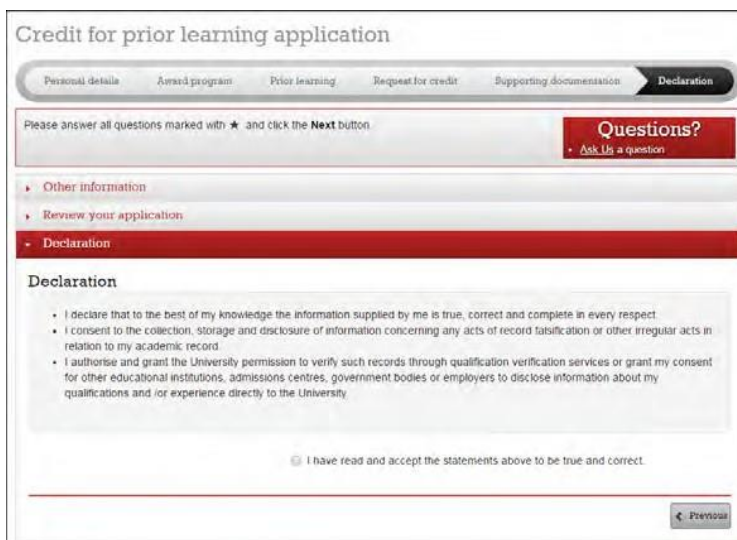


Figure 51 Declaration window

Read the declaration statements.

Choose the checkbox.

Choose  (Submit application).

The confirmation window will display. (Refer Figure 52)

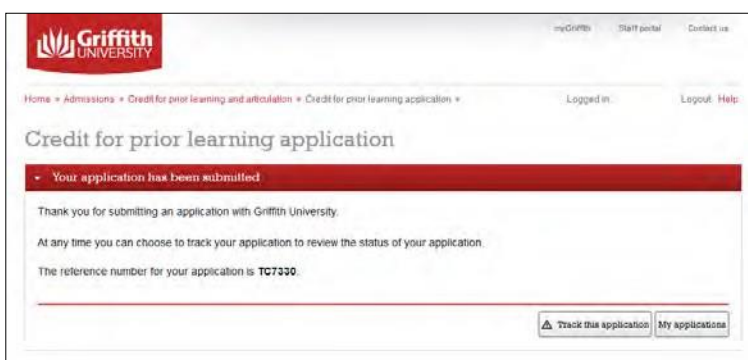


Figure 52 Confirmation window displays once the application is submitted.

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

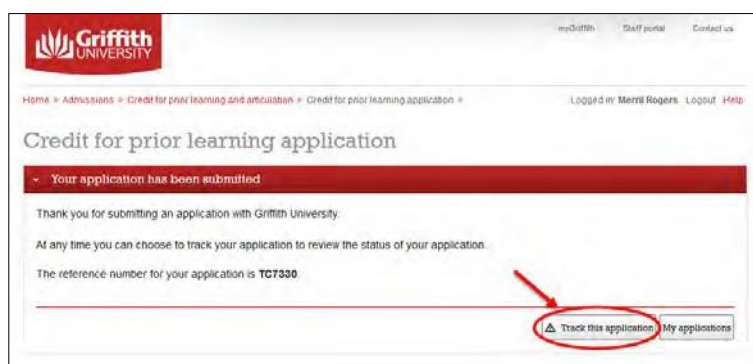



Figure 53 Choose Track this application from the confirmation window.

3.2 From the confirmation email

Choose  (Track your application) on the confirmation email.

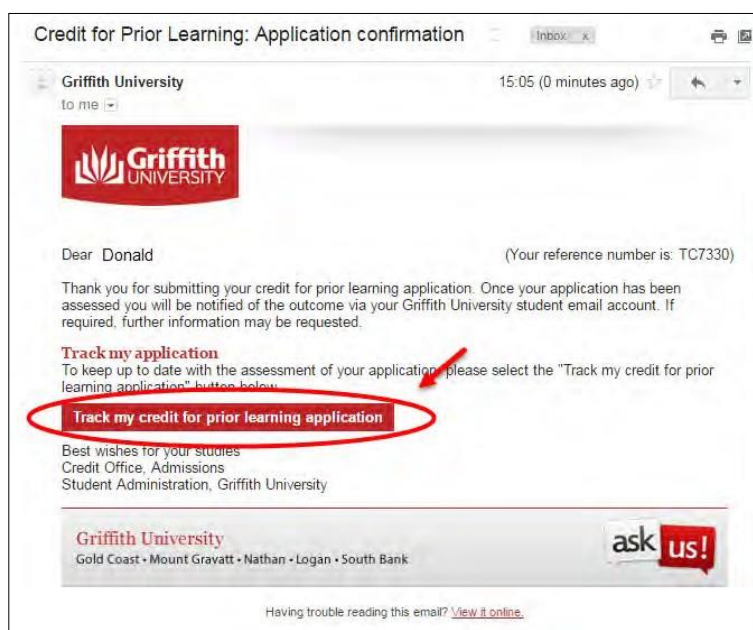


Figure 54 Confirmation email

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)

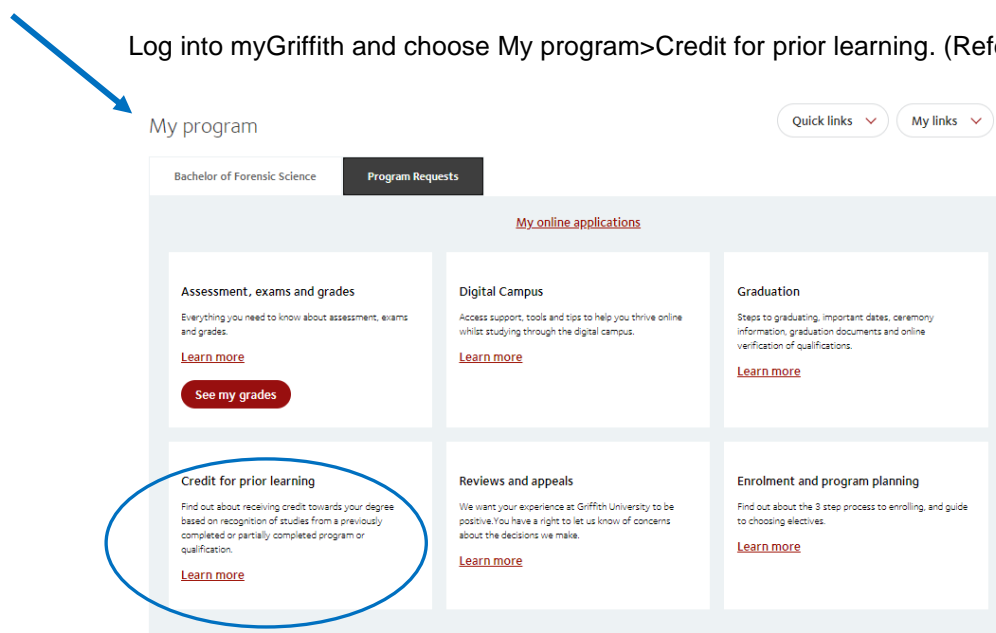


Figure 55 Choose *Credit for prior learning* from *My program*

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

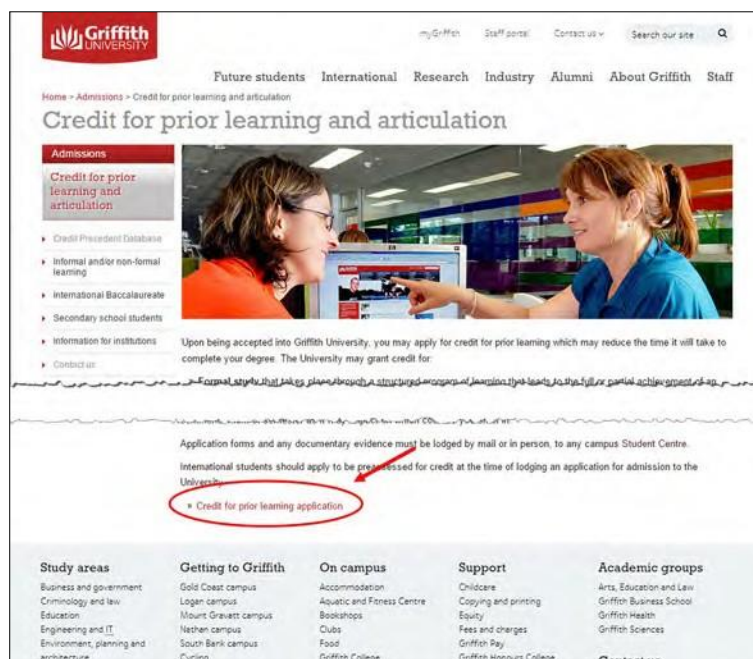


Figure 56 Credit for prior learning webpage

Choose the *Credit for prior learning application* link.

The online credit application welcome window will be displayed. (Refer Figure 57)

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)

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)

Track my credit application

The reference number for this application is **TC7331**

[Download PDF Report](#)

Credit assessment status

You can use this page to track the progress of your application and manage your documentation. Where requested, original or certified hardcopies of your document(s) must be provided to your [Student Centre](#) before credit will be 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.

Award program Bachelor of Nursing (1165) **Submitted**

Equivalent study or experience	Griffith University course	Assessment status	Assessment outcome
Swamp communications (SC101) - Queensland University of Technology	Organisational Behaviour (2005EHR)	Outstanding requirements	Not assessed

If your application is in the early stages of the assessment process, your assessment status will display as 'Submitted'. If you have not submitted all of your supporting documentation the status will display as 'Outstanding Requirements'. The status will become 'Sent for Assessment' once your application details and supporting documentation have been confirmed.

Revisit this page later to check the status of your application, or email credit@griffith.edu.au. You will need to quote the reference number provided above.

Supporting documentation

To avoid assessment delays, supporting documentation should be uploaded with your application or follow the instructions below and use our coversheet. The 'Attachment coversheet' can be downloaded below.

Required to process your application: Required to complete your application: Received

- Official academic transcript / results
- Coverse outline / study guide
- Others (optional)

Attachment coversheet

Uploading your attachments above is the quickest and easiest way to progress your application.

If you are required to supply original or hard copy documents or you are unable to upload your documents, you can submit them at any [Student Centre](#). Please ensure all documents are accompanied by a coversheet. The 'Attachment coversheet' can be downloaded below.

[Download Coversheet](#)

[View all Applications](#)

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.

Icon	Description
	Attachment successfully uploaded.
	Attachment required. Not yet uploaded.
	Attachment was unable to be uploaded.

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



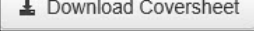
While supporting documentation can be uploaded, it is important that you retain all original or certified copies as the University will verify the records. The submission of false, fraudulent, incorrect, incomplete or misleading information will result in cancelling any approved credit.

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

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

Official academic transcript / results

Course outline / study guide

Other (optional)

Attachment coversheet

Uploading your attachments above is the quickest and easiest way to progress your application.

If you are required to supply original or hard copy documents or you are unable to upload your documents, you can submit them at any **Student Centre**. Please ensure all documents are accompanied by a coversheet. The 'Attachment coversheet' can be downloaded below.

[Download Coversheet](#)

[View all Applications](#)

Figure 60 Download a coversheet

Griffith UNIVERSITY

Griffith Identification Number: 1 2 3 4 5 6 7

CREDIT FOR PRIOR LEARNING APPLICATION DOCUMENT COVERSHEET

1. APPLICATION DETAILS

This coversheet must accompany applicable documentation for your credit for prior learning application.

Applicant Name	Reference Number	Student ID
Donald Duck	TC6134	1234567

2. PROGRAM CREDIT REQUESTED FOR

Bachelor of Public Relations and Communication (1489) (1489)

3. ATTACHED DOCUMENTATION

Please tick the relevant box/es to indicate which documents are attached.

<input type="checkbox"/> Official academic transcript / results	<input type="checkbox"/> Course outline / study guide
<input type="checkbox"/> Work and other experience	<input type="checkbox"/> Curriculum vitae (CV) (optional)
<input type="checkbox"/> Other (optional)	

4. RETURN OF ORIGINAL DOCUMENTS

☐ Would you like your original documents returned to you?

Mailing address for return of original documents:

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