

Applying for credit – Prior experience

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:

- **Prior study:** This includes formal learning undertaken through an accredited education provider that leads to an official accredited qualification. Such providers include:
 - Australian universities
 - vocational education and training (VET) providers, e.g., TAFE or private colleges
 - recognised overseas institutions
 - recognised professional bodies, employers and other authorities.
- **Prior experience:** This includes non-formal and informal learning:
 - Non-formal learning takes place through structured programs that don't lead to an officially recognised qualification. This might include workplace training, volunteering or community-based courses.
 - Informal learning is unstructured, unorganised experience you gain through activities at work or with family, or via hobbies or personal interests.

This User Guide focuses on applying for credit based on Prior experience, therefore includes only the sections of the Online Credit Application related to Prior experience. If you also have prior study you wish to have assessed, or for guidance on completing the rest of the application, please refer to the *Applying for credit – Step-by-step user guide* available from the **Credit transfer** webpage under *Self-help resources* www.griffith.edu.au/credit.

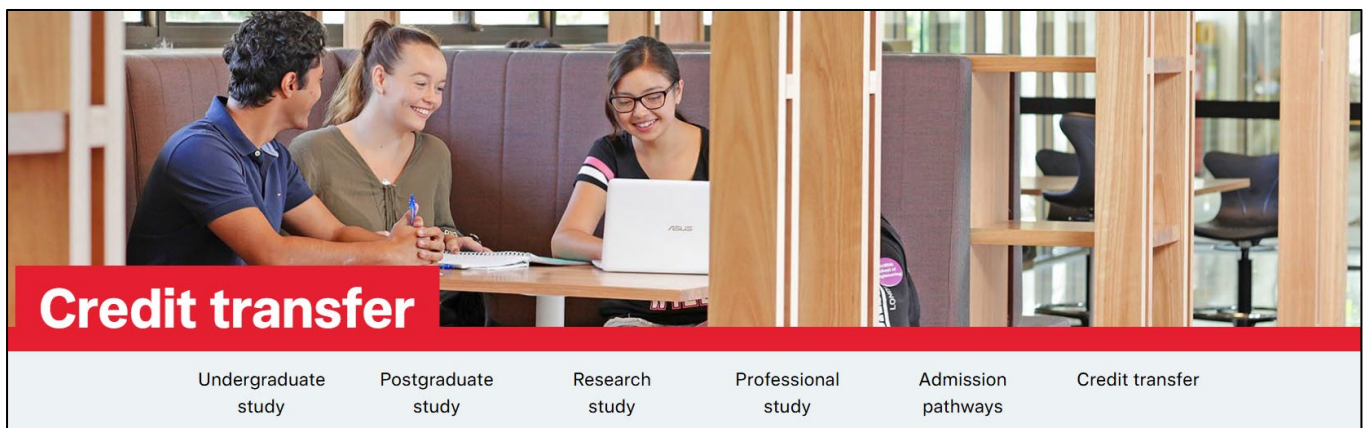


Figure 1 Credit transfer webpage

1.2 Preparing your application and How do I apply?

Guides on how to prepare your application and apply for credit are available via the **Credit transfer** webpage (refer Figures 2 and 3).

Apply for credit and recognition of prior learning

Gaining credit and recognition of prior learning may reduce the time it will take to complete your degree. Find out more about the types of learning you may gain credit for, how to apply for credit transfer and examples of credit decisions that have been made in the past.

You're encouraged to apply for credit for any previous study or experience before your first trimester so you can plan your enrolment with confidence.

Preparing your application >

Apply for credit now >

Figure 2 Preparing your application

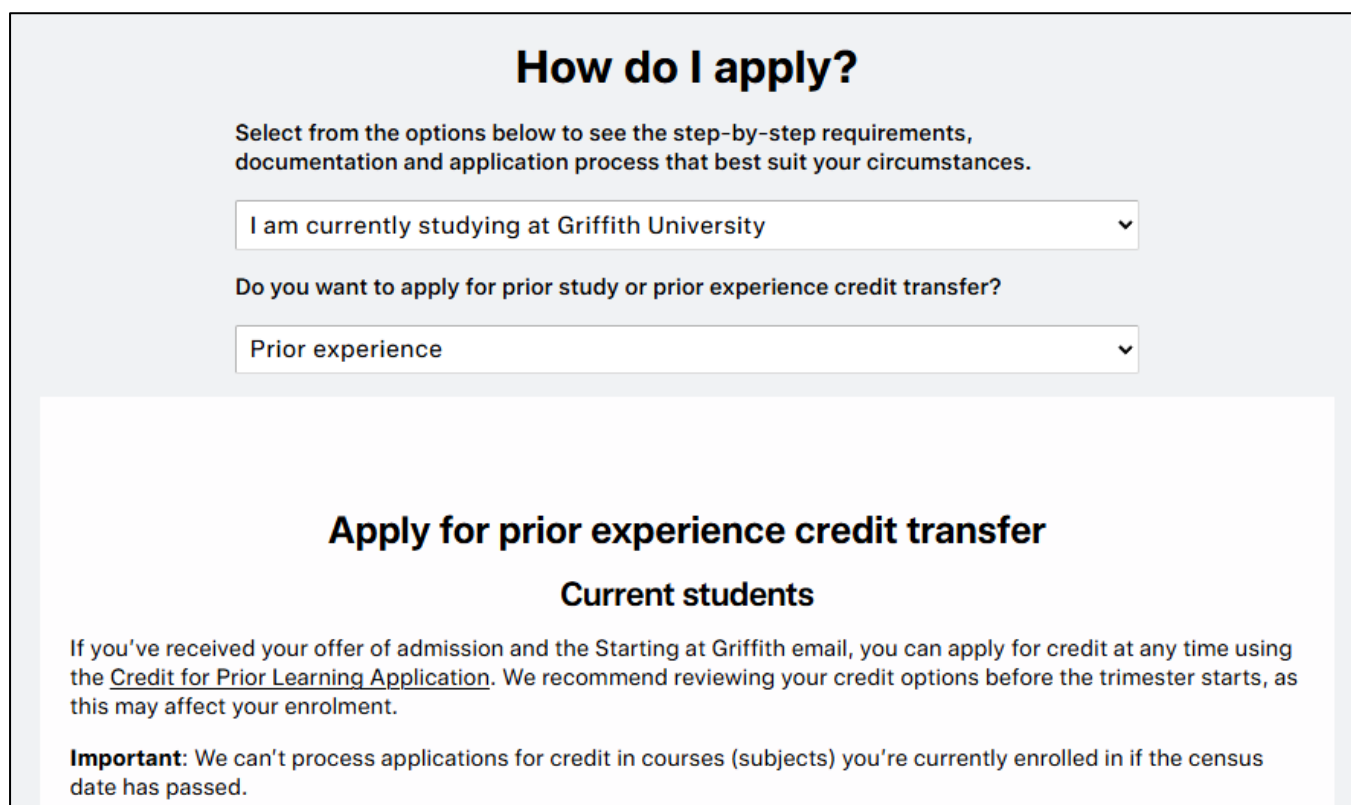
Further Support

Email: credit@griffith.edu.au

Technical issues: Contact IT Support - Telephone (07) 3735 5555

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How do I apply?

Select from the options below to see the step-by-step requirements, documentation and application process that best suit your circumstances.

I am currently studying at Griffith University ▼

Do you want to apply for prior study or prior experience credit transfer?

Prior experience ▼

Apply for prior experience credit transfer

Current students

If you've received your offer of admission and the Starting at Griffith email, you can apply for credit at any time using the [Credit for Prior Learning Application](#). We recommend reviewing your credit options before the trimester starts, as this may affect your enrolment.

Important: We can't process applications for credit in courses (subjects) you're currently enrolled in if the census date has passed.

Figure 3 How do I apply?

1.3 When to lodge your credit application (Important Dates)

Applications for credit may be lodged at any time. However, an application for credit will not be accepted for a course you are 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.

Date	Action
31 January	Final day for credit applications to be lodged to guarantee a decision prior to Trimester 1.
31 May	Final day for credit applications to be lodged to guarantee a decision prior to Trimester 2.
30 September	Final day for credit applications to be lodged to guarantee a decision prior to Trimester 3.

1.4 Accessing the online credit application

You can access the online credit application through [myGriffith](#), or navigate directly to the **Credit transfer** webpage.

Log into myGriffith and choose *My program > Credit for prior learning* (refer Figure 4).

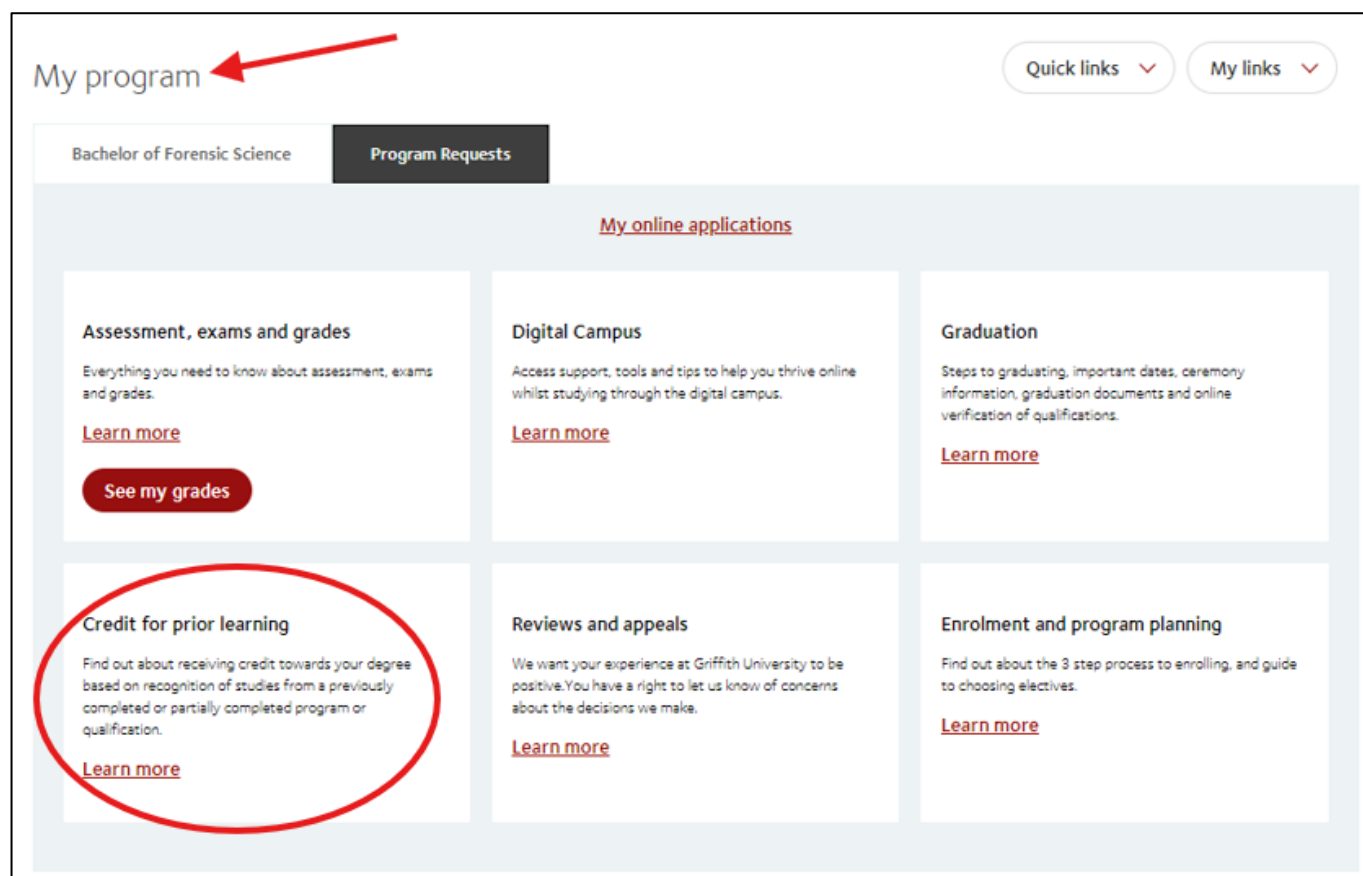


Figure 4 Choose Credit for prior learning from My program

The **Credit transfer** webpage will be displayed

Select the *Apply for credit now* button (refer Figure 5).

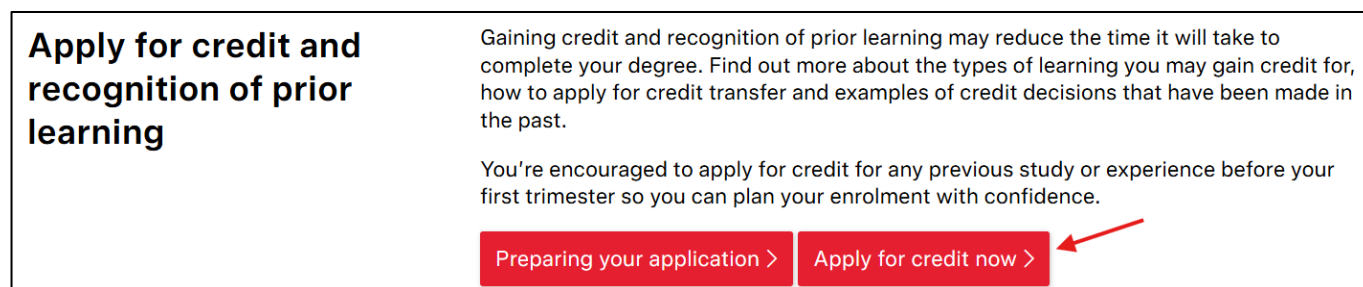


Figure 5 Select Apply for credit now



The **Before you start** window will open (refer Figure 6). Carefully read the information.

Credit for prior learning application

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

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 will be required to attach additional supporting documentation. For example:

- Informal-non Formal Learning: Curriculum Vitae, Employment Letters, Position Description.
- University/Other: Official Transcripts, Course Outlines (including Learning outcomes, Topics, assessment and text).
- TAFE/VET: Official Statement of Results and Testamur (Diploma).
- You should upload all requested documentation, however, original or certified hardcopies may be required for transcripts, awards and documents listing results.

You can share your digital academic documentation through a platform such as [My eEquals](#). We will accept scanned documentation which you can upload in the supporting documentation section of the application.

Need Help?

- If you need help completing your application, and would like to contact one of our staff, please don't hesitate to email us at credit@griffith.edu.au

Griffith University grants credit for prior learning that contributes towards satisfying the requirements for an award of the University. The University's [Credit for Prior Learning Policy](#) sets out the Principles, Aims, Definitions, Granting of Credit, Credit Limits, Review and Appeals and Application and Approval of Credit.

Next >

Figure 6 Before you start window

Click *Next* to continue.

If you have already commenced an application, you will see a *Return to existing applications* button. Click this to view your other applications (refer Figure 7).

Credit for prior learning application

Important: You have an existing application in progress. Please select an application to continue.

Otherwise, you can continue a new application at the bottom of the page.

Questions?

- [Ask Us a question](#)

Incomplete applications 1 application(s)

Application ID	Application	Created	Status	
TC404920	New application	11 Dec, 2025	Started	<div>Continue ></div> <div>Remove</div>

▶ [Start an application](#)

Figure 7 Existing applications

Click *Continue*, or *Remove* if no longer needed.

Further Support

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2. Completing the online credit application



If you also have prior study you wish to have assessed, or for guidance on completing the rest of the application, please refer to the *Applying for credit – Step-by-step user guide* available from the **Credit transfer** webpage www.griffith.edu.au/credit.

2.1 Prior learning – Prior experience

You can request credit for prior experience gained through work, social, family, hobby or leisure activities.

You will need to demonstrate how you have achieved the published course (specified) and/or program (unspecified/elective) learning outcomes by mapping your experience against the Course Aims, Learning Outcomes, and Learning Activities and/or Program Learning Outcomes.

Figure 8 Prior experience

If you are not wishing to be considered for credit based on prior experience, choose *No*, and click *Next* to continue

If you do have experience to be assessed, choose *Yes* and provide a brief summary (100 words or less) of your experience (refer Figure 9). This section is for you to provide an overview of your background, not specific skills.

Type	Course or Year Level / Type	Evidence Type	Description	This was achieved by ...

Figure 9 Adding Prior experience

Further Support

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Depending on your experience, select “Other Experience” or “Work Experience” from the drop-down list.

- **Other Experience:** related to non-paid work you have undertaken (e.g. volunteering, hobby activities)
- **Work Experience:** related to paid work you have undertaken.

The **Add Prior Experience** window will open, allowing you to enter the *Years of experience* you have undertaken and provide details of how your experience achieves the published course and/or program learning outcomes.

You can apply for credit for a specific course (specified credit) or an unspecified elective (unspecified credit):

- **Specified credit** is granted for one or more specific courses in a program (degree), exempting students from completing those courses, and awarding the appropriate credit points in their place. Specified credit may be granted by where the applicant has met the learning outcomes, attained the knowledge and/or developed the skills related to a specific course.
- **Unspecified credit** is granted in the form of credit points which take the place of elective courses or other optional components in a program. Unspecified credit may be granted where prior learning is judged to be relevant to the learning outcomes of a program as a whole.

Untick the checkbox to apply for an unspecified elective (refer Figure 10).

Figure 10 Specified/Unspecified credit

Click *Add Experience*.

2.1.1 Prior experience – Specified credit

Enter the Griffith University course for which you are requesting credit (refer Figure 11).

Figure 11 Add Prior Experience - Specified credit



As you enter the course name or course code, course which match will display. Select the required course (refer Figure 12).

Figure 12 Matching course details display as you enter the course code/title

A link to the **Course Profile** will be displayed (refer Figure 13).

Figure 13 A link to the course profile displays

Select the link and navigate to the *Learning outcomes* tab (refer Figure 14).

2005EHR (Course Profile)

Organisational Behaviour and Wellbeing

Course overview Classes Assessment **Learning outcomes** Course contacts

I am studying in: **Trimester 1, 2026** at: **Online**

Learning outcomes

After successfully completing this course you should be able to:

- 1: Describe theories, models and concepts of organisational behaviour and wellbeing.
- 2: Apply knowledge of organisational behaviour and wellbeing to workplace problems / contexts.
- 3: Create solutions to workplace problems through the application and analysis of organisational behaviour and wellbeing principles, concepts, and theories.
- 4: Increase self-insight regarding individual, group, and organisational behaviour.

Course code 2005EHR

Study level Undergraduate

Credit Points (awarded) 10

School

Figure 14 Navigate to the Learning outcomes

Select the current *Term* (trimester) and *Campus* you will be studying in to display the relevant Course details. Copy the Learning outcomes from the Course Profile



Hint

If the current trimester or year is not available, select to the most recently available option.

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 15).

Add Prior Experience

for a specific course?

Add Experience Add a row for each Learning Outcome here

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 ★ 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 activities.

Describe how you have achieved the Learning Outcome here

Remove Experience

Cancel Accept

Figure 15 Explain how you have met each Learning outcome



Treat the Learning outcomes like a selection criteria for a job application. Describe how you have achieved the course outcomes by mapping your experience against the Learning outcomes, and provide specific examples that demonstrate how you met the learning outcomes. Supporting documentation must be provided to support your statement.

Click *Add Experience* to add a new row for each Learning outcome.

When each Learning outcome has been addressed, click *Accept*.

The prior experience entered will be summarised (refer Figure 16).

against the course aims, learning objectives and learning activities and/or program learning outcomes. Your experience can take the form of **informal and/or non-formal learning**. Prior to final submission, you will have the option of submitting additional documents that are relevant to your experience.

Please provide a brief outline of your informal and/or non-formal learning. (150 words or less)

Employed as HR Manager for 5 years of State Government Department supervising 20 staff, etc etc

Please list any work experience or other qualifying experience you would like assessed for credit.

Add details of prior experience

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...	<input type="button" value="Edit"/>
			Learning Outcome	2 Develop conceptua...	I developed and impl...	<input type="button" value="Remove"/>

Prior to final submission of your application, you will have the opportunity to attach evidence of your prior experience and a CV.

Figure 16 The Work Experience is summarised

To apply for additional courses, click the drop-down menu beside *Add details of prior experience* and select the new prior experience.

Click *Next* to save and continue.

2.1.2 Prior experience – Unspecified credit

To request consideration for unspecified elective credit for prior experience, clear the checkbox adjacent to Yes (refer Figure 17).

Figure 17 Clear the checkbox to apply for unspecified elective credit

Click *Add Experience*, the window will expand (refer Figure 18).

Figure 18 Applying for unspecified credit

Select the appropriate elective type for your program from the drop-down list.



Hint

Refer to your program structure to know which elective type you want to apply for. For most degrees, you will select Free-choice elective.

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



To confirm the year level you want to apply for, ensure you know how many electives you have in your program. You can also check the *Study plan* in your **Program information** page to see where the electives sit in your structure. If you are unsure, select any option; our Student Administration team will adjust the application if required upon submission.

A link to the **Program information** page is provided, select the link (refer Figure 19).

Figure 19 A link to the Program information page is provided

Choose the *Requirements* tab and select the relevant year and term for when you commenced your program (refer Figure 20).

Figure 20 Select "Requirements" and select the relevant year and term

Click *Program learning outcomes* to expand, then *Program Learning Outcomes for this award* (refer Figure 21).

Program requirements

Your program requirements are the set of academic requirements that are mandatory for the award associated with your program of study. If you do not adhere to your degree requirements, you may not be eligible to graduate.

For the award of Bachelor of Nursing (BN), you must successfully **Complete 240 credit points for one of the following:**

- 240 credit points for **Standard Pathway**, or
- 240 credit points for all **Advanced Standing Pathway**, or
- 240 credit points for all **Diploma of Nursing Pathway**, or
- 240 credit points for all **Diploma of Health Care Pathway**, or
- 240 credit points for all **Internationally Qualified Nurses Pathway**

This degree may be awarded **with Distinction** where a student achieves a minimum program GPA of 6.5 with no failed courses. The words "This award was achieved with Distinction" will be recorded on the testamur.

English language enhancement

Program learning outcomes

[Program Learning Outcomes](#) communicate to the community the value of the Griffith educational experience as benchmarked against national qualification standards.

[Program Learning Outcomes for this award](#) describe the knowledge, skills and the application of knowledge and skills you will acquire through studying the Griffith program of your choice.

Figure 21 Program Learning Outcomes

The **Program Learning Outcomes** will open as a PDF. Copy the Learning outcomes (refer Figure 22).

Griffith UNIVERSITY		
Bachelor of Nursing		
AQF LEVEL	AQF LEVEL 7 CRITERIA – BACHELOR DEGREE	PROGRAM LEARNING OUTCOMES
PURPOSE	The Bachelor Degree qualifies individuals who apply a broad and coherent body of knowledge in a range of contexts to undertake professional work and as a pathway for further learning.	
KNOWLEDGE	<p>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 disciplines as a basis for independent lifelong learning.</p>	<p>Graduates of the Bachelor of Nursing will have a broad and coherent understanding of the foundations of anatomy and psychosocial sciences, and the language, experience and scope of nursing. This will enable them to become client-centred, theory-driven, evidence-based nurses able to practice in current, emerging and future settings to enhance the health of individuals, communities and populations.</p> <p>Graduates will demonstrate in-depth knowledge of:</p> <ul style="list-style-type: none"> • 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 nursing care • evaluation of nursing care required by individuals who have a range of acute medical-surgical health needs, and the care required by individuals and their families in the prevention and management of chronic diseases • multiple environments and the trends that shape nursing performance and engagement, health and wellbeing • key factors influencing lifespan development and human behaviour • psychosocial, cultural and environmental 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 nurse and other health care professionals in drug administration and client and/or family education

Figure 22 Copy the Program Learning Outcomes

Paste the Learning outcomes into the *Description of learning outcome for award program* text box (refer Figure 23).

Figure 23 Paste the Learning Outcomes into the text box

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



Hint

Treat the Learning outcomes like a selection criteria for a job application. Describe how you have achieved the course outcomes by mapping your experience against the Learning outcomes, and provide specific examples that demonstrate how you met the learning outcomes. Supporting documentation must be provided to support your statement.

Click *Accept*.

The prior experience details entered will be summarised in the **Prior experience** window.

Click *Next* to save and continue.

2.2 Supporting documentation

You must provide sufficient supporting documentation to support your claims. For applications based on Prior experience, the below supporting documentation is required:

- your CV and detailed position descriptions
- Employer or organisational references (see exemplar available from the **Preparing your application** webpage)

Additional evidence may include, but is not limited to, performance reviews, certifications, or samples of your professional work (e.g., creative portfolio, publications, websites you've designed).

Do not provide confidential or commercial in confidence materials.

Figure 24 Supporting documentation



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.

Click the listed document headings to expand and display further information, then click **Upload** (refer Figure 25).

Figure 25 Click heading to expand, then Upload

The **Upload attachment** window will be displayed (refer Figure 26).

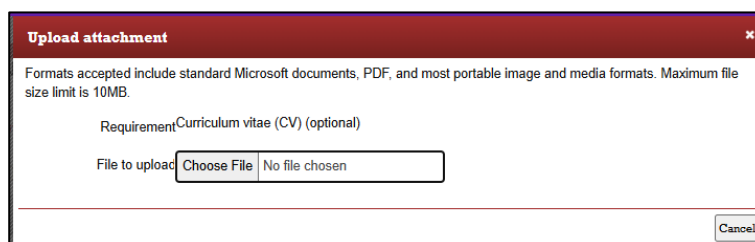





Figure 26 Upload attachment window

Click *Choose file* and navigate to where you have saved the required file to select. Uploading should commence automatically once the file is selected. The upload attachment window will show the percentage complete as the file uploads.

When the document has finished uploading, the **Upload attachment** window will close. A green tick indicates that the document has been successfully uploaded. You can view or remove the document once it is uploaded.

Supporting Documentation icon descriptions:

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

Continue uploading all required documents. Once all documents are uploaded, click *Next* to save and continue.

2.3 Declaration

2.3.1 Other information

Enter any additional information which may support your credit application.

The screenshot shows the 'Credit for prior learning application' form. At the top, a progress bar indicates the current step is 'Declaration'. Below the progress bar, a red banner reads 'Please answer all questions marked with ★ and click the Next button.' To the right of this banner is a red button labeled 'Questions?' with a sub-link 'Ask Us a question'. The main section is titled 'Other information' and contains a text area for 'Is there anything else you would like to add?'. Below the text area is a small note: 'If you have any further information that you feel may support your application, please provide details for consideration. (Maximum 1024 characters)'. At the bottom right of the form are buttons for 'Previous', 'Save', and 'Next'. At the bottom left, there is a link to 'Review your application'.

Figure 27 Enter any additional information

Click *Next* to save and continue.

2.3.2 Review your application

Review your application to ensure all sections are completed.

The screenshot shows the 'Credit for prior learning application' form, 'Review your application' section. The progress bar at the top shows 'Declaration' as the current step. A red banner at the top reads 'Please answer all questions marked with ★ and click the Next button.' To the right is a red button labeled 'Questions?' with a sub-link 'Ask Us a question'. The main section is titled 'Review your application' and contains a 'Review your progress' table. The table lists various sections of the application and their completion status. The 'Degrees | Award program' section is marked as 'Incomplete' with a red triangle icon. Below the table is an 'Application preview' section with a text area for '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.' and a button to 'Download PDF preview'. At the bottom right of the form is a 'Previous' button.

Section	Status
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 ✓

Figure 28 Review your application

Click any section with **Incomplete** ⚠ to return to this section and complete the missing details.



Note

With the exception of **Supporting documentation** all sections must be complete ✓ to be able to submit your application. Supporting documentation can be provided after submission, however please be aware assessment of your application cannot commence until this is received.

Further Support

Email: credit@griffith.edu.au

Technical issues: Contact IT Support - Telephone (07) 3735 5555



You can also download a PDF preview of the completed application, with all responses provided. 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, click *Next* to continue.

2.3.3 Declaration

Carefully read the **Declaration** statements, then select the checkbox *I have read and accept the statements above to be true and correct*.

The screenshot shows the 'Credit for prior learning application' form. At the top, there is a navigation bar with tabs: Personal details, Award program, Prior learning, Request for credit, Supporting documentation, and Declaration (which is active). Below the navigation bar, there is a red box with the text 'Please answer all questions marked with ★ and click the Next button.' and a 'Questions?' button with a sub-link 'Ask Us a question'. Below this, there are three expandable sections: 'Other information', 'Review your application', and 'Declaration' (which is expanded). The 'Declaration' section contains the following text: 'Declaration' followed by a list of three bullet points: 'I declare that to the best of my knowledge the information supplied by me is true, correct and complete in every respect', 'I consent to the collection, storage and disclosure of information concerning any acts of record falsification or other irregular acts in relation to my academic record', and 'I authorise and grant the University permission to verify such records through qualification verification services or grant my consent for other educational institutions, admissions centres, government bodies or employers to disclose information about my qualifications and/or experience directly to the University'. Below the list, there is a checkbox labeled 'I have read and accept the statements above to be true and correct.' and a 'Previous' button.

Figure 29 Declaration

Click *Submit application*.

The **Your application has been submitted** confirmation window will display (refer Figure 30).

The screenshot shows the 'Your application has been submitted' confirmation window. At the top, there is a red banner with the Griffith University logo and the text 'Griffith UNIVERSITY'. Below the banner, there is a navigation bar with links: Home, Admissions, Credit for prior learning and articulation, Credit for prior learning application, Logged in, Logout, and Help. The main content area has the title 'Credit for prior learning application' and a red box with the text 'Your application has been submitted'. Below this, there is a message: 'Thank you for submitting an application with Griffith University. At any time you can choose to track your application to review the status of your application. The reference number for your application is TC7330.' At the bottom, there are two buttons: 'Track this application' and 'My applications'.

Figure 30 Application submitted confirmation window

A confirmation email will also be sent to your Griffith Student email address.



If you also have prior study you wish to have assessed, or for guidance on completing the rest of the application, please refer to the *Applying for credit – Step-by-step user guide* available from the **Credit transfer** webpage www.griffith.edu.au/credit.