

Applying for Credit – Informal & Non-Formal Learning


Step-by-step user guide

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1. Introduction

This document is designed to assist you in applying for informal and non-formal learning at Griffith University.

You can also return to the contents page by selecting the icon ()

In this section, we will discuss the *type* of credit you can apply for.

(A) What credit can be granted?

Upon being accepted into Griffith University, you may apply for credit for prior learning. Below is a brief overview of informal and non-formal learning. If you would like to apply for formal prior studies (i.e TAFE, University) then please refer to our Step-by-step user guide available under **the Self-help Resources** on the Credit Transfer Webpage: www.griffith.edu.au/credit for assistance.

Credit type	Definition	Example
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.
Formal Learning	Takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification	Study undertaken with other Australian higher education, TAFE/VET, Overseas Institutions or Credentialed programs

In addition to the types of credit you can apply for, there are two categories of credit that you can apply for:

Credit Category	Definition
Specified Credit	Granted for one or more specific courses in a program, exempting students from those courses, and awarding the appropriate credit points in their place
Unspecified Credit	Granted in the form of credit points which take the place of elective courses (listed or free choice) or other optional components in a program.

For more information, refer to the Credit website www.griffith.edu.au/credit

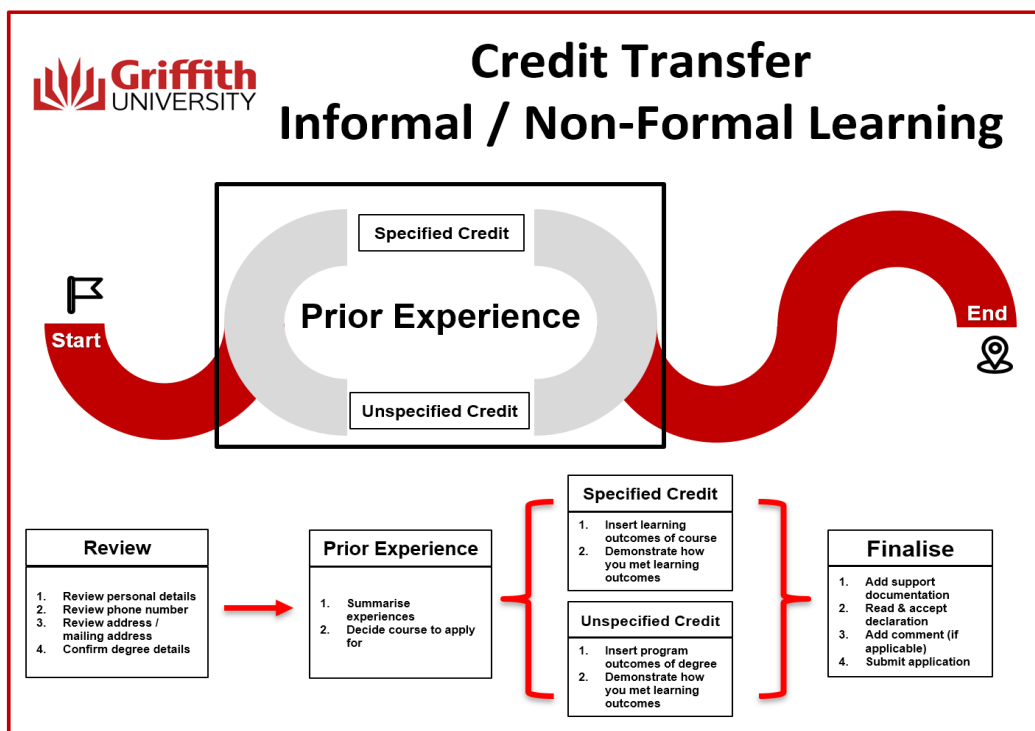


(B) When to lodge a credit application (Important Dates)

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

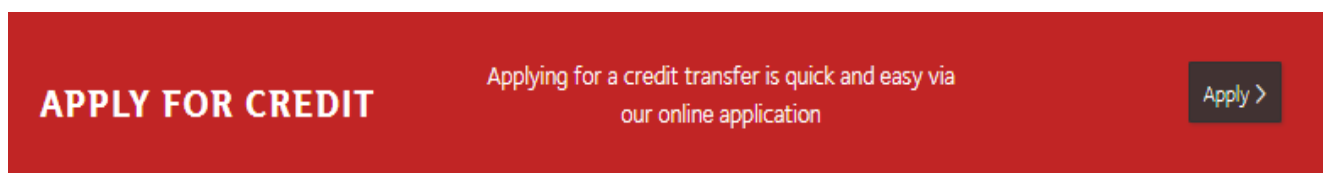
Date	Action
31 January	Final day for credit applications to be lodge to guarantee a decision prior to Trimester 1
31 May	Final day for credit applications to be lodge to guarantee a decision prior to Trimester 2
30 September	Final day for credit applications to be lodge to guarantee a decision prior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

(C) Process Overview



(D) How to access the online Credit application

Access the online application via <https://www.griffith.edu.au/apply/credit-transfer> The Credit transfer webpage will be displayed. Scroll down and select Apply as below to access the application:



You will now have access to the online credit application:

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.

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 >](#)

2. Prior experience

In this section you will learn how to apply for credit based on informal or non-formal learning. This can be gained through work, social, family, hobby or leisure activities and experience. You can apply for credit for a specific course in your program (specified credit) or for an elective course (unspecified credit.).

To obtain credit for a Griffith course, you must demonstrate that you have achieved a close match to the learning outcomes of the program or course, (including the aims, objectives and learning activities through prior learning). These aims and objectives are outlined in the degree and course requirements (course profile)

Note: If you are also applying for formal study as well as prior experience, you will complete the prior study first. Then prior experience section. To instruction on how to do this, please refer to our Step-by-step user guide available under **the Self-help Resources** on the Credit Transfer Webpage: www.griffith.edu.au/credit for assistance

Specified Credit

(A) To apply for prior experience, select **Yes** under the prior experience window.

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](#)

▶ Prior study
▼ **Prior experience**

Do you wish to apply for credit based on work or other experience you have undertaken?
☐ Yes
☒ No

Previous
Save
Next

(B) The **Prior experience** window will expand to display additional information and questions.

(C) To start, please provide a brief summary (between 100-120 words) of your informal and / or non-formal learning. This section is designed to provide an overview of your background and not specific skills. You will be asked to provide this information shortly.

(D) After providing your summary, select the type of 'prior experience' you want to apply for. You have two options:

- Other Experience – Related to non-paid work you have undertaken (e.g: volunteer, hobby)
- Work Experience – Related to paid work you have undertake

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](#)

▶ **Prior study**

▼ **Prior experience**

Do you wish to apply for credit based on work or other experience you have undertaken? ☒ Yes ☐ No

You will need to describe how you have achieved the published course and/or program learning outcomes by mapping your evidence 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)

In your own words, provide a summary of the work and/or other experience you would like assessed for credit (more detail will be requested below).

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

Add details of prior experience Prior experience details required

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

◀ Previous Next ▶

(E) Once you select the experience type, a new window will display. This window allows you to provide your years of experience and add your prior experiences.

As you are applying for specified credit (i.e mandatory courses in your degree), the option 'Are you requesting credit for a specific course?' should be ticked **YES**

Add Prior Experience

Type: Work Experience

E Years of experience ★ 2

Are you requesting credit for a specific course? ☒ Yes

F **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?](#)

G Griffith University course ★ Enter the course name or code.

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.

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

(F) Select **Add Experience** and the window will expand further:

(G) Add the Griffith University course you want to be assessed towards. As you type the course code the system will provide suggestions for you.

(H) Select the link and navigate to the Course Profile. This is where you will find the learning outcomes for the course you are applying for.

Description of learning ★ outcome for course

The Purpose of Business (1004GBS)

Copy the learning outcomes from the course profile here. Select the Add Experience button to add each learning outcome as a new row.

Note: Select the hyperlink (i.e red text) and this will take you to the course summary page.

The Purpose of Business (1004GBS)

This course introduces students to a perspective of the purpose of business that emphasises sustainable enterprise. The relevance of these values and their impact on behaviour and testimonials from industry partners. Following from the discussion of values, the course then explores transparency and good governance. The framework of the Sustainable Development Goals (SDGs) is used to explore solutions to real life problems faced by a business. The course also considers the role and responsibilities of business. Co-requisites: Nil Incompatibles: Nil Course offered: Gold Coast, Nathan and Online in Trimester 3.

[View historical course profile](#)

Course study information

Credit points (awarded)

10 (10)

Study level

Undergraduate

Student contribution band

Arrangements apply

New students (Non-grandfathered students)

Band 4

Grandfathered students

Band 3A

Usually available

Gold Coast Trimester 1, Gold Coast Trimester 3, Nathan Trimester 1, Online Trimester 1, Online Trimester 3

Course offerings and timetables

▲ 2022 Trimester 1, Gold Coast, On Campus - Blended	
▲ 2022 Trimester 1, Online	
▲ 2022 Trimester 1, Nathan, On Campus - Blended	
▲ 2021 Trimester 3, Gold Coast, On Campus - Blended	Course profile
▲ 2021 Trimester 3, Online	Course profile

Important: The course description is NOT the learning outcomes. You must access the Course Profile to find learning outcomes

(I) Follow the links to open the course profile. Once opened, navigate to **Choose 2. Aims and outcomes** from the contents side panel.

Further support

Email credit@griffith.edu.au

Technical issues – contact IT Help PH: (07) 3735 5555

The Purpose of Business 1004GBS - Tri 3 2021 - Gold Coast Campus - **Logged in:** | [Logout](#)

Course profiles

- 1. Course Information
- 2. Aims & Outcomes**
- 3. Learning Resources
- 4. Learning Activities
- 5. Assessment Plan
- 6. Policies & Guidelines
- Learning Summary
- Print/ Save

The published on-line version of the Course Profile is the authoritative version and by the publication of the Course Profile on-line the University deems the student has been notified of and read the course requirements.

2. Aims, Outcomes & Graduate Attributes

2.1 Course Aims

The learning and teaching activities in this course aim for students to:

- (1) Become acquainted with an interdisciplinary body of knowledge on the purpose of business, which is fundamental for working effectively in any organisational environment.
- (2) Recognise the ethical and legal boundaries of business practices
- (3) Account for the elements of business success beyond profitability

2.2 Learning Outcomes

After successfully completing this course you should be able to:

- 1 Describe the evolution of approaches to the purpose of business and emerging emphases on sustainability and social contributions.
- 2 Analyse how organisations create value in their communities and localities through adopting sustainability-SDGs, integrity and ethical practice, engagement with First Peoples, responsible leadership and social enterprises.
- 3 Develop a purposeful business strategy to assist business success through the application of sustainable business principles and practices

(J) Copy the learning outcomes individually from the Course Profile. Then paste the learning outcomes into the **Description of learning outcome for course** text box one at a time.

▼ **The Purpose of Business (1004GBS)**

Griffith University course ★

Evidence type ★

Description of learning outcome for course ★

The Purpose of Business (1004GBS)

Important: Only include ONE learning outcome in this section. You will need to for each learning outcome

Describe how you achieved this ★

(K) You will now demonstrate how you have achieved the Learning Outcome in the **Describe how you have achieved this** section.

Tip: Treat the learning outcomes like a selection criteria and/or job interview. Describe how you have achieved course outcomes by mapping your experience against the learning outcomes. Provide examples that demonstrate how you met the learning outcomes. Supporting documentation must be included to support your statement.

(L) When you have addressed the first learning outcome select to add the next learning outcome. Do this for each learning outcome. Then select . The prior experience will be summarised in the **Prior experience** window.

Prior experience

Do you wish to apply for credit based on work or other experience you have undertaken? ☒ Yes ☐ No

You will need to describe how you have achieved the published course and/or program learning outcomes by mapping your evidence 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)

I have 10 years relevant work experience as a

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

Add details of prior experience

Select Prior Experience

Type	Course or Year Level / Type	Evidence Type	Description	This was achieved by ...	
Work Experience	The Purpose of Business (1004GBS)	Learning Outcome	1 Describe the evol...	I have demonstrated ...	<div>Edit</div> <div>Remove</div>

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

Previous

Save

Next

Save your application by selecting  and then select  to move on.

If you would like to add another course/s, simply select the drop down menu beside **Add details of prior experience** and select the new prior experience. Follow the same steps as before (Refer to step D, page 7)

If you do not want to add any more courses, refer to **3. Finalising Your Application** to progress.

Unspecified Credit

The steps to apply for electives are similar to specific courses. The only difference is the learning outcomes you will address.

(M) To start, follow the steps provided in **(A) – (D)**.

(N) To request consideration for unspecified credit for informal experience (e.g credit towards free choice elective), Clear the checkbox adjacent **Yes**

Add Prior Experience

Type: Work Experience

Years of experience ★

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?](#)

Cancel Accept

(O) Choose **+ Add Experience** and the window will expand.

(P) You will now select the kind of elective within your degree from the drop-down list.

Tip: Please refer to your degree structure to know which elective you want to apply for. For most degrees, you will either select Free-Choice Elective or Listed Elective.

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

Note: To confirm the year level you want to apply for, ensure you know how many electives you have in your degree. If you are unsure, select any option. Our Senior Student Consult Team will adjust the application if required upon submission. Alternatively, refer to your degree requirements in your degree structure for assistance.

(R) Select the link that shows your program and navigate to the Program Learning Outcomes.

This is where you will find the program learning outcomes for your current degree you are applying for.

Add Prior Experience

Type: Work Experience

Years of experience ★ 10

Are you requesting credit for a specific course? ☐ Yes

O + 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?](#)

P **Griffith University course**

Course type ★ Please select

Q Year level of course ★ Please select

Evidence type ★ Learning Outcome

Description of learning outcome for award program ★ Copy the program learning outcomes of the award here.

R Single Course of Study - Undergraduate (9910)

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

Remove Experience

Cancel Accept

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

Overview and fees »

How to apply »

Course list and requirements »

Student support »

Need help?
ask Us!

Contact us
1800 154 055

My details
Programs change over time. Course lists and requirements are specific to the year you started studying.

I commenced study in 2022 Trimester 1 [Update Cohort](#)

▲ Degree requirements: Students who started Trimester 1 - 2022

▼ Program learning outcomes

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.

(T) The Program Learning Outcomes will display. Scroll down until you find the **SKILLS** section of the program learning outcomes:

SKILLS

Graduates of a Bachelor Degree will have:

- cognitive skills to review critically, analyse, consolidate and synthesise knowledge
- cognitive and technical skills to demonstrate a broad understanding of knowledge with depth in some areas
- cognitive and creative skills to exercise critical thinking and judgement in identifying and solving problems with intellectual independence

Graduates of the Bachelor of Nursing will have the cognitive, technical, creative and communication skills to:

- Analyse:
 - nursing from a range of theoretical and evidence-based perspectives
 - the nature of therapeutic relationships and the communication processes involved
 - nursing practice drawing on a range of theories and evidence
 - the nursing process of assessment, planning, implementation and evaluation for individual patients
 - professional reasoning processes and behaviour and the theory and evidence supporting both
 - evidence based practice and its implications for nursing practice

Note: Program Learning Outcomes may display differently depending on your degree. However, learning outcomes will always be under **SKILLS**.

(U) Copy and paste the program learning outcomes into the **Description of learning outcome for award program** text box.

Description of learning outcome for award program
Single Course of Study - Undergraduate (9910)

Analyse:
o nursing from a range of theoretical and evidence-based perspectives
o the nature of therapeutic relationships and the communication processes involved
o nursing practice drawing on a range of theories and evidence
o the nursing process of assessment, planning, implementation and evaluation for individual

(V) You will now demonstrate how you have achieved the Learning Outcome in the **Describe how you have achieved this**.

Tip: Treat the learning outcomes like a selection criteria and/or job interview. Describe how you have achieved course outcomes by mapping your experience against the learning outcomes. Provide examples that demonstrate how you met the learning outcomes. Supporting documentation must be included to support your statement.

Describe how you achieved this

In the last 10 years I have demonstrated theoretical competency, communicative excellence and attention to detail. I can show this in my previous role of 3 years as a registered nurse at County General Hospital attached to ER wing. In the fast pace nature of ER

ove Experience



Cancel Accept

(W) Choose the prior experience will be summarised in the **Prior experience** window.

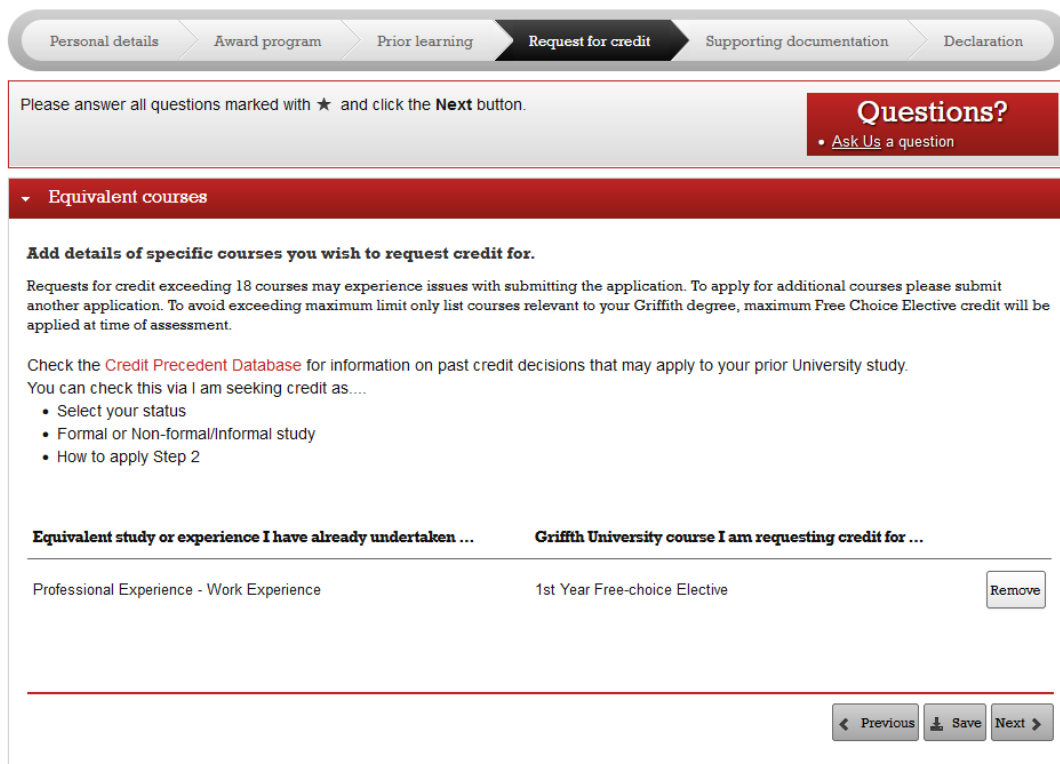
3. Finalising your application

To submit your application you will complete the following steps:

- Confirm equivalent courses you are applying for
- Upload documentation that supports your application
- Provide comments (if relevant)
- Review your application
- Accept declaration

(A) In the Prior Experience window, select . This will provide an overview of the credit you are requesting to be assessed towards. Select  again to move to the Supporting documentation window.

Credit for prior learning application



The screenshot shows the 'Request for credit' step of the application process. At the top, a progress bar indicates the current step, with 'Request for credit' highlighted. Below the progress bar, a message states: 'Please answer all questions marked with ★ and click the Next button.' To the right of this message is a red box labeled 'Questions?' with a link 'Ask Us a question'. The main content area is titled 'Equivalent courses' and contains instructions: 'Add details of specific courses you wish to request credit for.' It also mentions that requests for credit exceeding 18 courses may experience issues and advises applying for additional courses separately. A link to the 'Credit Precedent Database' is provided for information on past credit decisions. Below this, a list of links is shown: 'Select your status', 'Formal or Non-formal/Informal study', and 'How to apply Step 2'. A table with two columns is present: 'Equivalent study or experience I have already undertaken ...' and 'Griffith University course I am requesting credit for ...'. The first row contains 'Professional Experience - Work Experience' and '1st Year Free-choice Elective', with a 'Remove' button to the right. At the bottom right, there are three buttons: 'Previous', 'Save', and 'Next'.

(B) By default, the supporting documentation will list all documentation as optional. However, in order to assess your application quickly, please provide the following documentation:

- Your current resume / CV
- Reference letter and/or letter of support confirming your experience

Optional documentation that can assist assessors may include:

- References
- Sample of work
- Project briefs
- Reports
- Publications
- Employment history
- Employment position descriptions

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 Connect 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.

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

Previous
Save
Next

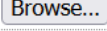
(C) To upload your documents, select the relevant category. This will open a drop-down window. Select  to find your file/s to upload

Work and other experience (optional)

Please attach any additional documentation that will support your request for credit based on prior experience. Supporting documentation may include references, samples of work, project briefs, reports, publications, employment history and position descriptions.




Requirement	Date & time loaded	Filename
Evidence of experience for Professional Experience		

Upload


(D) A new window will appear. Provide a name for the file you are uploading. Then select  to search your local directory for your documentation

(E) Once your file is selected, the system will begin the upload process. Once uploaded, the window will close and return you to the original window

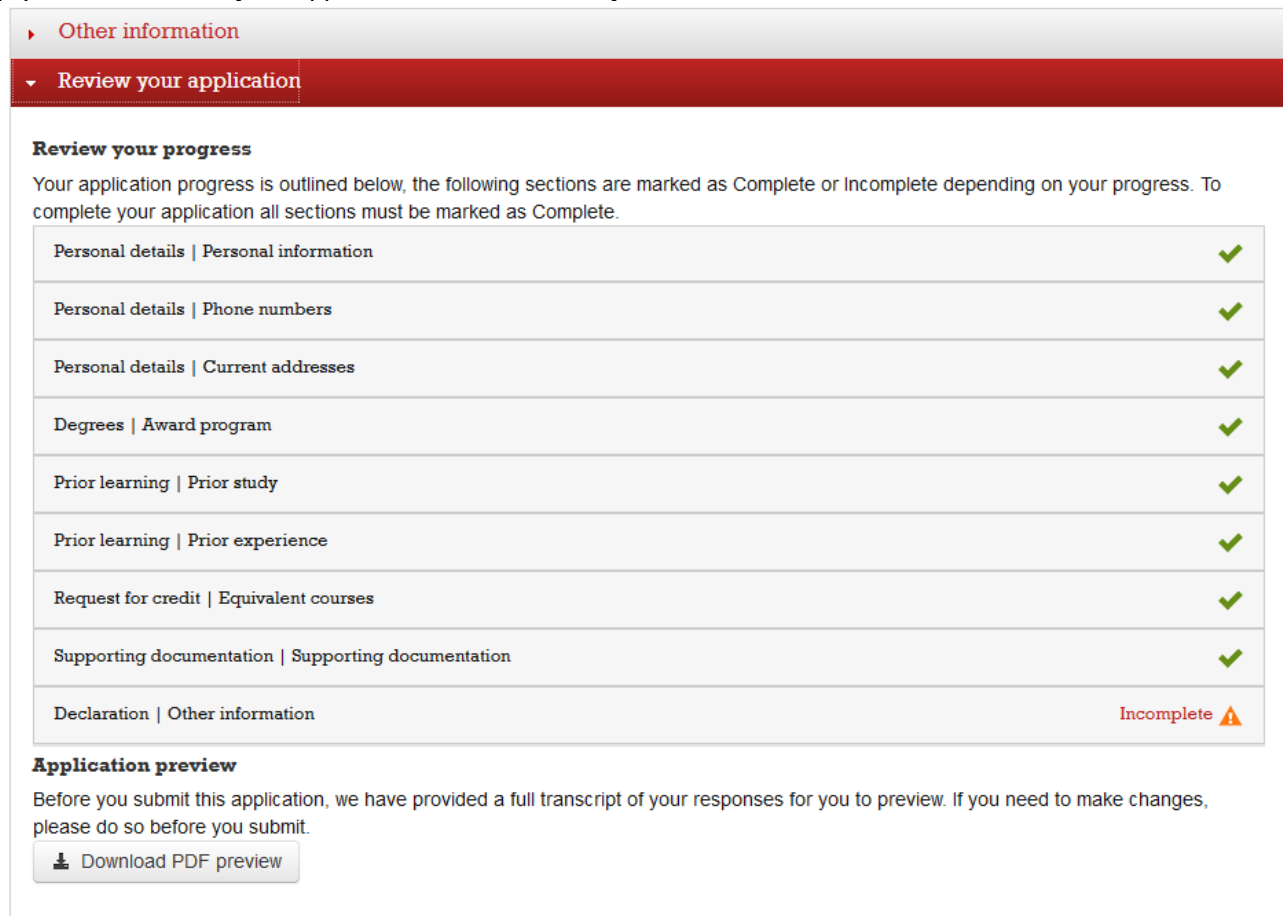
Note: A green tick indicates that the document has been successfully uploaded. You can view or remove the document once it is uploaded. If you are unable to proceed, it may be because you have not uploaded your documentation successful. Below are the icons you may see:

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

Next >

(F) Once you have uploaded your documentation, select  to proceed to the comments and declaration. If you wish to leave a comment relevant to your application, feel free to do so here. This is not mandatory.

(G) Select to review your application and the details you have entered.




Review your progress


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.

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

Application preview

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.

 Download PDF preview

(H) Choose  Download PDF preview (Download PDF preview) if you would like to see all your responses and information 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,

(I) Once you have reviewed your details, select next to move to the declaration. Read the declaration statements. Select the checkbox that indicates you have read the declaration.

(J) Choose  (Submit application).

(K) The confirmation window will display confirming the application has been submitted. You will also receive an email with these details as well.

- END -