



Recognition of Prior Learning RPL / Credit Transfer Application Form

1. Complete Sections A to D.
2. Attach certified copies of academic transcripts and qualifications.
3. Attach relevant subject outlines

Applications are assessed on a case-by-case basis and take into consideration:

- The AQF level of the course completed.
- The relevance of the prior learning to the course applied for.
- No fees apply to review academic credit applications

Students will be advised of the outcome of their application within 14 days of their application being received by Student Administration.

SECTION A – PERSONAL DETAILS

First Name	
Last Name	
Date of Birth	
Student ID (if applicable)	
Course	

SECTION B – PREVIOUS STUDY / PRIOR LEARNING

Name of Institution	
Course Name	
Year Study Completed	
Relevant Work Experience (if applicable)	

Privacy Notice: Information collected is used for lawful educational and compliance purposes under the Privacy Act 1988 (Cth) and the VET Data Policy. Details may be shared with government agencies (e.g., PRISMS, NCVER) as required.

Institute of Management and Computing Pty Ltd.

RTO No. 91615 | CRICOS Code: 04220M | ABN: 52 123 503 480

Address: Unit 1/61 Riggall Street, Broadmeadows, Melbourne, VIC, 3047, Australia

Phone: +61 391 913 448 | Email: info@imc.vic.edu.au | Website: www.imc.vic.edu.au

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SECTION C – ADVANCED STANDING REQUESTED		OFFICE USE ONLY
Unit Code	Unit Name	Approved
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No

SECTION D – APPLICANT DECLARATION	
☐ I declare that the information provided is accurate and complete. Institute has the right to verify my documents by contacting the issuing provider.	
☐ I have attached all relevant supporting documents.	
Applicant Name:	
Applicant Signature:	Date:

OFFICE USE ONLY	
SECTION E – COURSE DURATION	
Has the course duration been affected?	☐ Yes ☐ No
Course start date	
Course end date	
Comments	

OFFICE USE ONLY	
SECTION F – FINAL APPROVAL	
CEO Name:	
CEO Signature:	Date:

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