

## APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)

Australian National Institute of Management and Commerce (IMC) | CRICOS Code: 02491D | TEQSA PRV: 12059

Read this application carefully. Complete all sections and ensure that any supporting documents are attached and certified by a Justice of the Peace or equivalent in the approved form. Write in BLOCK LETTERS using a blue or black pen. Indicate with "N/A" where questions are not applicable.

1. Personal Information			
Student Number [OFFICE USE ONLY]:			
Family Name:	Given Name/s:	Title <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss <input type="checkbox"/> Ms.
Date of Birth: / /	Gender: <input type="checkbox"/> M <input type="checkbox"/> F		
Email:		Mobile:	
Course Code:	Course Name:		

Student to fill the below information

2. Exempted Subjects (all fields are mandatory)			
Previous Institution	Subject Code	Year of Successful Completion	Equivalent IMC Subject/s Code

OFFICE USE ONLY		
Previous Institution	Equivalent Subject(s) Granted	Credit Points Granted
Assessor Signature:	Date: / /	

### Australian National Institute of Management and Commerce (IMC)

CRICOS Code: 02491D | TEQSA PRV 12059 | Add: Suite 1, Biomedical Building, 1 Central Ave, Eveleigh NSW 2015  
 Tel: + 61 2 9209 4888 | Fax: + 61 2 9209 4887 | E-mail: application@top.edu.au | Web: [www.imc.edu.au](http://www.imc.edu.au)  
 Top Education Group Ltd ACN 098 139 176 trading as Australian National Institute of Management and Commerce (IMC)

3. Declaration	
I have read the “Essential Information” outlined below and declare that the information provided by me is correct and complete to the best of my knowledge.	
<b>Applicant Signature:</b>	<b>Date:</b> /    /

4. Essential Information
<p><b>Exemptions / Recognition of Prior Learning (RPL):</b></p> <ul style="list-style-type: none"> <li>• The assessment of prior learning is based on an evaluation of the evidence presented.</li> <li>• Prospective students who wish to apply for RPL must submit evidence of their study and knowledge when they apply</li> <li>• To support the claim, the following evidence should be attached with the application: <ul style="list-style-type: none"> <li>- A certified copy of academic transcript/completion letter or equivalent;</li> <li>- A detailed, official unit outline for each unit for which credit is sought</li> <li>- The outline must show the: <ul style="list-style-type: none"> <li>(a) unit details (institution details, unit name and number);</li> <li>(b) semester/year of study;</li> <li>(c) contact hours per week;</li> <li>(d) coverage of the unit, topics discussed each week;</li> <li>(e) assessment structure; and</li> <li>(f) reference and reading materials including textbooks</li> </ul> </li> </ul> </li> <li>• IMC recognizes equivalent statements of attainment and qualifications issued by Registered Training Organisations or Higher Education Providers Australia wide. In addition, we also recognize overseas qualifications if the qualification can be substantiated by National Office of Overseas Skills Recognition (NOOSR).</li> <li>• Supporting documents and evidence of studies taken overseas in a language other than English must be accompanied by a translation from a National Accreditation Authority for Translators and Interpreters (NAATI) qualified freelance or private agency.</li> <li>• Such an agency must have been accredited as at least a ‘translator’. All translated documents must display the official NAATI stamp which is provided to all qualified translators.</li> <li>• Students must submit original documents or certified copies. While students may submit electronic copies of supporting documents to facilitate enrolment, credit for RPL cannot be granted without sighting original documents or certified copies.</li> <li>• Prospective students shall be informed of the results of their RPL applications in the Offer Letter and where necessary fees will be adjusted accordingly. Any conditions of the RPL approval shall be stated in the Offer Letter. In the case of international students, a Confirmation of Enrolment shall be issued subject to the consideration and approval of any RPL application.</li> <li>• Where an error has been made in assessing an application, or where the documentation provided by the applicant is incomplete, misleading, false or invalid, IMC reserves the right to withdraw credit.</li> <li>• All RPL applications and supporting documents must be submitted by the census day of each teaching period with respect to any application for granting of credit in the same teaching period.</li> <li>• For additional information please refer to the Recognition of Prior Learning Policy (RPL Policy) from <a href="http://www.top.edu.au">www.top.edu.au</a>.</li> </ul>

### Lodging This Form

Please return this form to Academic or Admissions Office. If necessary, you may require to attend an interview to discuss the application. You will need to make an appointment with Academic staff with required original academic documents. Once RPL is granted it will be displayed on the Academic Transcript as EX. Please check that you have completed all sections, signed and dated this form.

### Australian National Institute of Management and Commerce (IMC)

**CRICOS Code:** 02491D | **TEQSA PRV** 12059 | **Add:** Suite 1, Biomedical Building, 1 Central Ave, Eveleigh NSW 2015  
**Tel:** + 61 2 9209 4888 | **Fax:** + 61 2 9209 4887 | **E-mail:** [application@top.edu.au](mailto:application@top.edu.au) | **Web:** [www.imc.edu.au](http://www.imc.edu.au)  
*Top Education Group Ltd ACN 098 139 176 trading as Australian National Institute of Management and Commerce (IMC)*