Supplement for Credit Transfer
Based on relevant Prior Professional (work) or Life Experience (Informal Learning)

This supplement needs to be completed together with an Application for Credit Transfer through Credit for Recognised Learning (CRL) form.

If you are using an Apple computer, tablet or smart phone, you must download and complete this form using Adobe Reader

APPLICATION DEADLINE

The deadline for Credit for Recognised Learning (CRL) is Friday of the first week of the semester or study period. Applications after the deadline will only be accepted for units you are not enrolled in (planned units on 'My Enrolment' in eStudent).

PLEASE PROVIDE THE FOLLOWING INFORMATION TOGETHER WITH THIS FORM

☐ Completed Application for Credit Transfer through Credit for Recognised Learning (CRL) form

☐ Personal statement demonstrating how unit learning outcomes have been met through your relevant work experience using the Credit Request - **Personal Statement Template on the next page**.

☐ A signed official letter or statement (on company letterhead) from your employer or organisation confirming your employment details as per the Scanned documents and certification requirements and guidelines.

This must include your position title, period of employment and roles and responsibilities.

☐ Curriculum Vitae (CV) or resume outlining your relevant work history

Desirable supporting documentation

- Position/ job description

HOW TO OBTAIN CURTIN UNIT OUTLINES?

- If you are a currently enrolled Curtin University student, you can obtain the unit outline via one of the following:

  - Blackboard which is accessed through your Curtin OASIS account. You will need to be enrolled into the unit to have access to the unit outline.

  - Curtin Unit Outline Builder. You can only access the Unit Outline Builder if you are a current student.

- If you are a new to Curtin or previous Curtin University student without a current enrolment, please contact the School Student Services Office for assistance.

  Faculty of Business and Law : https://businesslaw.curtin.edu.au/contact-us/
  Faculty of Health Sciences : https://healthsciences.curtin.edu.au/contact-us/
  Faculty of Humanities : https://humanities.curtin.edu.au/contact-us/
  Faculty of Science and Engineering : https://scieng.curtin.edu.au/contact-us/

PERSONAL DETAILS

Curtin ID (if known): [   ]   Title: [   ]   Family Name: [   ]

Given Name/s: [   ]

COURSE DETAILS The course you are applying for

Study Package Code: (e.g. B-ARTS)   [   ]

Course Title: (e.g. Bachelor of Arts)   [   ]

Major/Minor/Stream: (e.g. Fine Art Major)   [   ]

Application for credit on the basis of relevant prior professional (work), life experience (informal learning) must be properly documented with a full description of the competencies and documentation to support the request.

Credit for non-formal or informal learning can only be considered if it is directly relevant as a substitute for study, and the curriculum content and learning outcomes of the unit/s being exempted has been addressed by the applicant (please see the CRL Manual for further information)

DETAILS OF RELEVANT PRIOR PROFESSIONAL (WORK) OR LIFE EXPERIENCE (INFORMAL LEARNING)

Professional (Work) Position or Description of Life Experience

[   ]

Duration of Employment or Experience

[   ]

Name of Organisation (if applicable)

[   ]

CREDIT TRANSFER - PERSONAL STATEMENT

You must address all the learning outcomes of the unit to complete your application.

If you require additional pages for your personal statement, you can provide more than one copy of this personal statement.

Curtin Unit Code: [   ]   **Credit Point Value:** [   ][   ]

Curtin Unit Title: [   ]

Curtin Unit Learning Outcome Number: [   ]

[   ]

Explain how the Curtin Unit Learning Outcome is satisfied via your relevant Prior Professional (work) or Life Experience

[   ]

Supplement for Credit Transfer based on relevant Prior Professional (work) or Life Experience (Informal Learning)

Curtin Unit Learning Outcome Number:

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