

# CREDIT FOR PRIOR LEARNING (CPL) APPLICATION FORM

## Guidelines

1. This form is to be used by prospective and current students when applying to have previous study from another institution counted towards the Bachelor of Traditional Chinese Medicine (BTCM).
2. **This form must be typed and not handwritten.**
3. All Applications for Credit for Prior Learning (CPL) must include the following **supporting documentation**:
  - a. Certified copies of Academic Transcript(s)
  - b. Copies of Unit Outline(s)/Guide(s) of the unit(s) studied previously, which must include learning outcomes, course information, level of study, topics covered, duration of the course, contact hours, and methods and duration of assessment.

**Without these, SITCM will be unable to assess the application.**

4. Other supporting documentation may be requested. Applications for CPL may be delayed, or credit denied if the supporting documentation is insufficient.
5. Applications for CPL must be received **at least 3 weeks before the Census Date** of the unit for which credit is being sought. Applications received less than 3 weeks before the Census Date will be automatically rejected.
6. Applications for CPL are assessed in accordance with SITCM's *Credit for Prior Learning Policy and Procedure*: <https://www.sitcm.edu.au/he-courses/he-policiesforms/>
7. Complete all sections of the application and either lodge in person at SITCM Administration Office or email it to [administration@sitcm.edu.au](mailto:administration@sitcm.edu.au).
8. **Fees:** The following fees apply where a condition is imposed on the granting of credit:

<b>Class Fee</b>	Calculated pro-rata based on the tuition fee for the relevant year and the number of classes set as a condition for approval
<b>Clinic Fee</b>	Calculated pro-rata based on the tuition fee for the relevant year and the number of clinical practice hours set as a condition for approval
<b>Assessment Fee</b>	\$100 per assessment set as a condition for approval

Fees must be paid within 20 business days of receiving notification of credit.

9. **Notification:** Please allow 2-3 weeks for processing. Applicants will be notified of the outcome of their application via email within 15 business days.

<b>Applicant Details</b>	Student ID:
Family Name:	Given Name(s):
Tel (mobile):	Email:

## Declaration

I have read and understood the guidelines and advice on this application form.

I certify that all information, including supporting documentation, is correct.

**Attention International Student Visa Holders:** If your application for credit for prior learning is successful it is almost certain that this will affect the duration of your eCOE. A revised eCOE will be emailed to you in this event.

Signature:	Date:
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**Credit for Prior Learning (CPL) Application**

Equivalent SITCM Unit	Subject completed for CPL	Name of course and granting institution	Year	Brief summary of work experience if applying for CPL based on professional expertise.
E.g. PRI104 Communication in Health	NMIH101 Effective Communication in Health Care Relationships NMIH204 Reflection and Practice NMIH205 Cultural Competence in Health Care Practice	Bachelor of Nursing, University of Wollongong	2012  2013 2013	Registered Nurse, NSW Health Ambulatory and Primary Health Care, June 2018 to September 2021  Duties included ... or attach an Employer Letter