AIPM Application for Credit – How To Apply Guide

Learning Outcomes:

Please refer to the Program and Unit Learning Outcomes for the relevant unit/s you are seeking credit for. Use the scroll key on the right hand side of the screen to scroll down. To navigate to the next page you can click on tabs at the top of the screen or scroll down and click on the next button at the bottom of the page.

Personal Information:

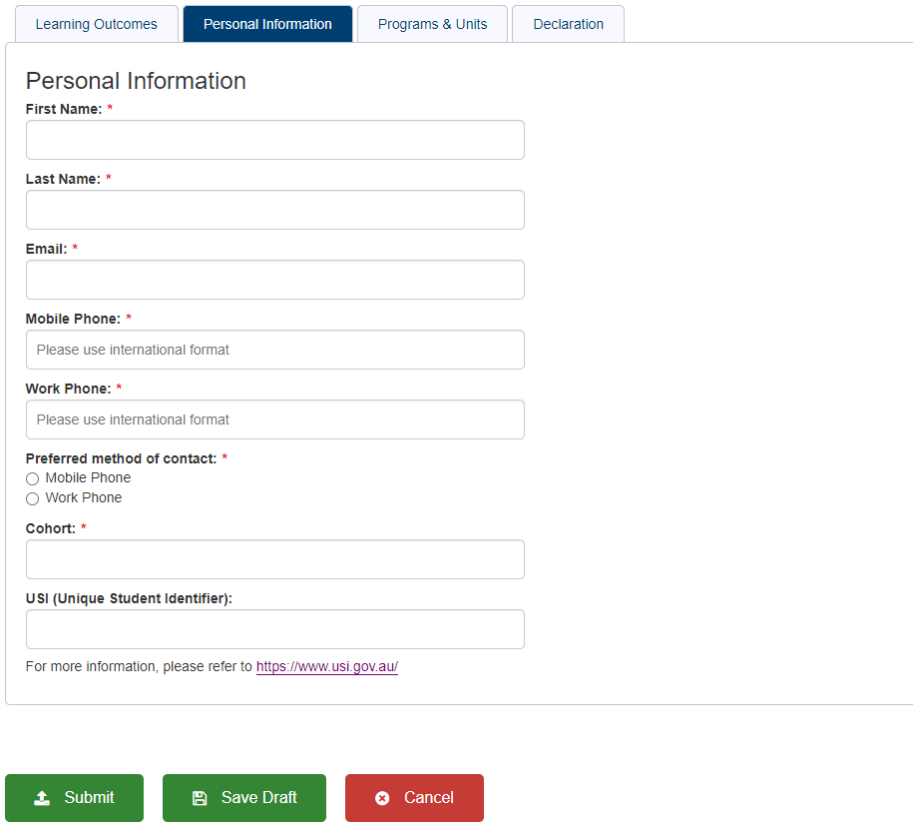
Please complete your personal information. The fields with an asterisk are mandatory.

- Your Cohort (e.g GC1 2022-23) will have been indicated in your email correspondence. If you are unsure please contact education@aipm.gov.au and we will advise the cohort you have been enrolled in.

- USI (Unique Student Identifer). From 1 January 2023 it is compulsory for all students to have a USI in order to graduate from all tertiary providers. If you have undertaken any registered training sincing 2015, you may already have a USI – click here to find out https://www.usi.gov.au/students/find-your-usi. If you don't have a USI you can create one here https://www.usi.gov.au/students/get-a-usi.

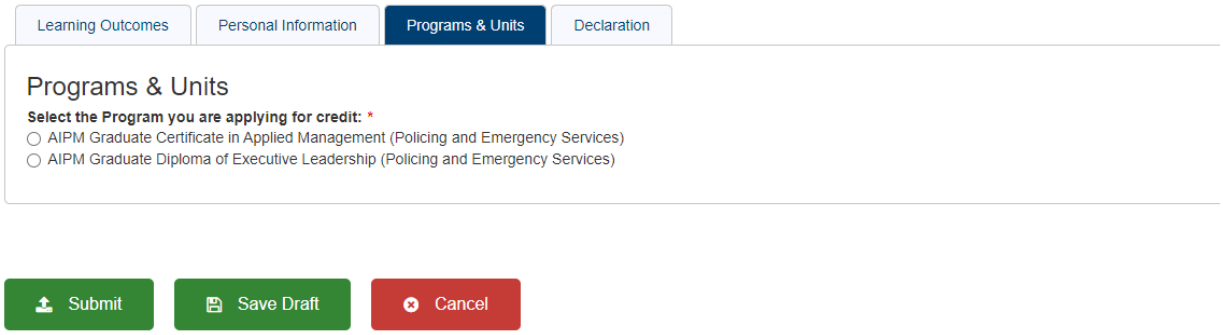
Please note:

- at each step of the application process you are able to click on the Save Draft button. Once you click on Save Draft button, you will be prompted to enter your email address. The system will then send you a link to your draft submission.
- You have 30 days to complete the application.



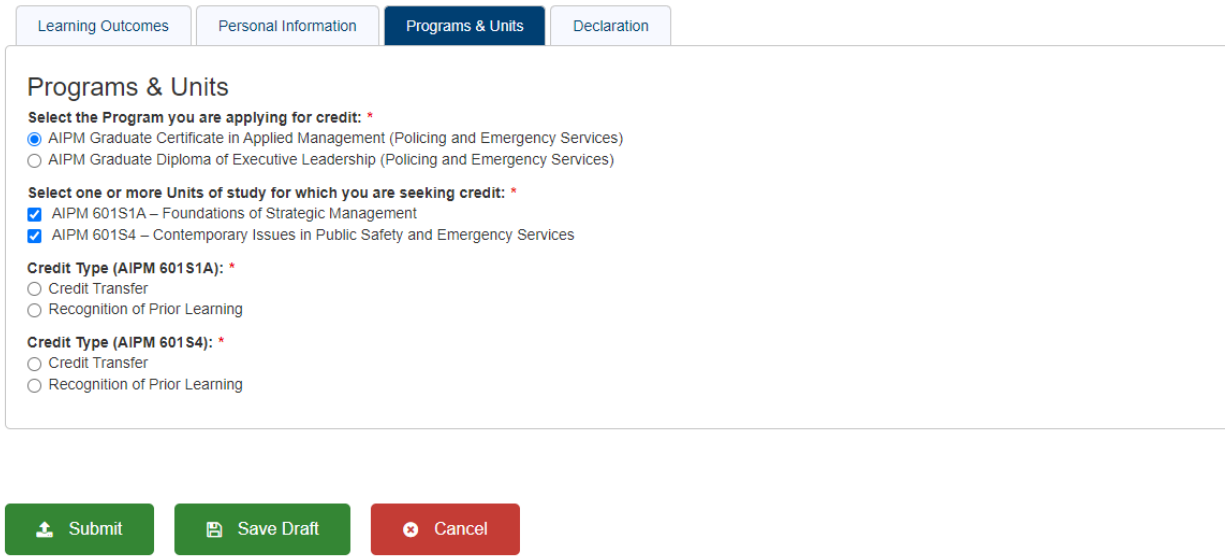
Program & Units:

1. Please select the Program you are applying for credit.



2. Then select the Units of Study for which you are seeking credit. If you are applying for credit for both subjects, tick the check box for both units at this step.

3. Select the Credit Type you are applying for, either Credit Transfer or Recognition of Prior Learning. Different fields will appear due to the assessment required: with Credit Transfer the equivalence of the learning will be assessed using official transcripts, program/unit learning outcomes and synopses and the AQF level 8 criteria; with RPL you need to demonstrate equivalence of learning using the information in Credit Transfer but also using any other relevant formal, informal and non formal learning. The supply of evidence is key to substantiate an evidence based academic judgement.



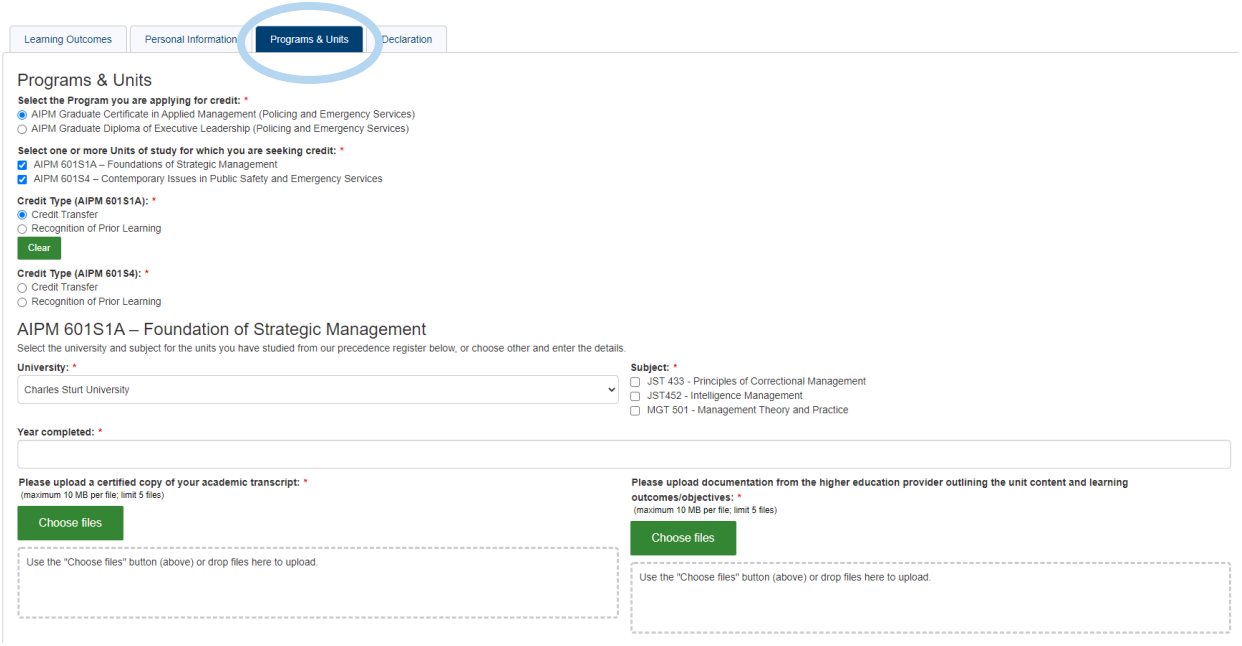
4. If you have selected Credit Transfer, further information will appear on the page. Please choose the University you have completed your previous study at by clicking on the down arrow. Once you have chosen the university, the relevant subjects will appear on the right hand side of the screen. Please select the subject you have previously studied.

   If you are unable to find the university and/or relevant subject please select Other from the drop down box and complete the relevant details.

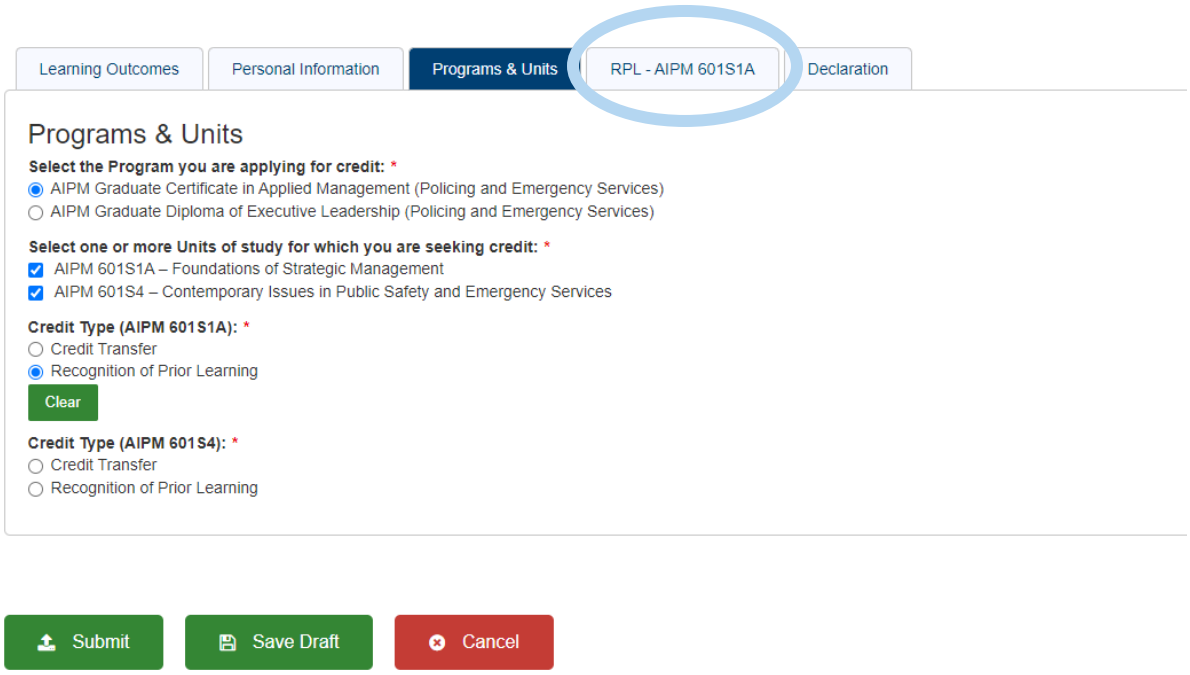
   You are required to upload a certificated copy of your academic transcript and documentation from the higher education provider outlining the unit content and learning outcomes/objectives.

   Please note:

   - if you select the incorrect option (either Credit Transfer or Recognition of Prior Learning), you can click on the green Clear button and the system will reset.



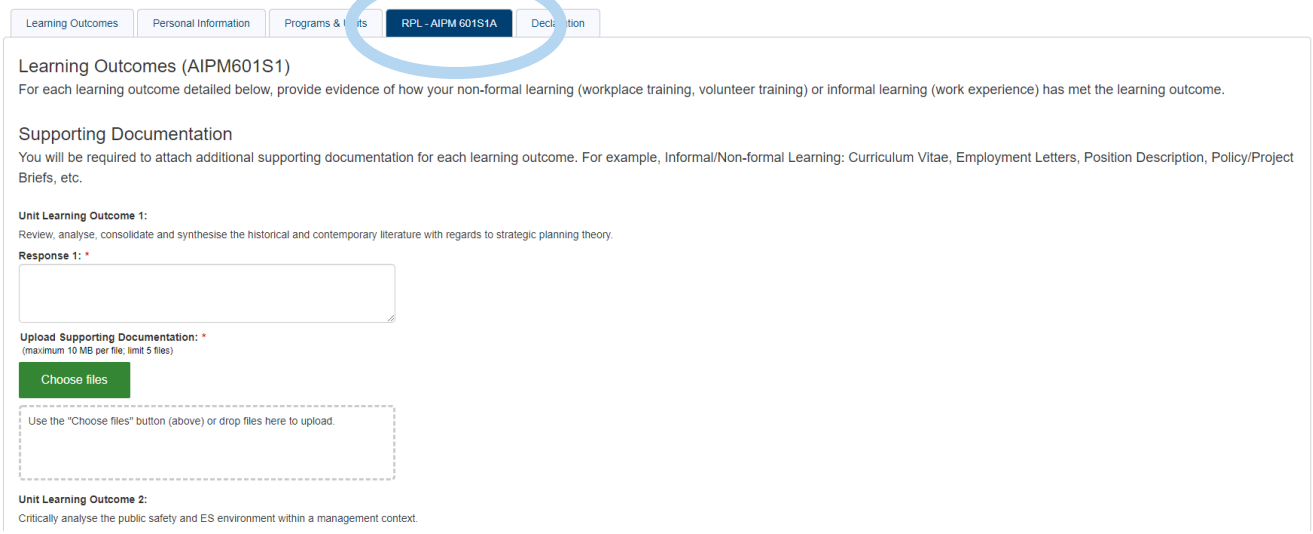
5. If you select Recognition of Prior Learning (RPL) a new RPL tab will appear at the top of the screen. You will need to click on the Tab to complete the RPL process.



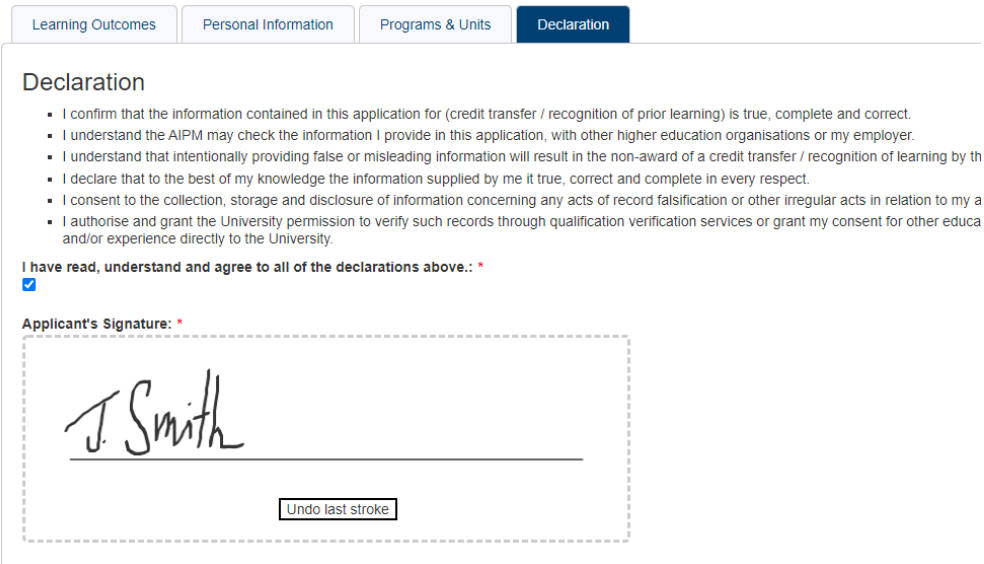
6. Once you have clicked on the RPL tab, underneath each Learning Outcome, you will need to provide evidence of how your formal, non-formal learning (workplace training, volunteer training) or informal learning (work experience) has met the learning outcome

   You will need to provide Supporting Documentation for each learning outcome. Examples include curriculum vitae, employment letters, position descriptions, policy/project briefs, reports etc.

   - You are able to use the same Supporting Documentation for multiple learning outcomes however ensure you clearly indicate how the supporting document evidences your claim and if it is a lengthy document indicate which sections you are referring to if relevant
   - If the documentation is classified as sensitive you are able to redact information. If you are unable to upload documentation because of it's security classification please contact: education@aipm.gov.au for advice.



Declaration:

7. When you have completed the application process and you are ready to submit it, please read the declarations and tick that you have read, understood and agree to all of them. You can then use your mouse to sign your application. Hover your mouse in the Applicant's signature box and hold down the left hand mouse button while you are signing your signature. The system does allow you to undo. Once you have clicked on the submit button you will receive an email advising that you application has been submitted.

8. We will keep you informed of the status of your application once it has been submitted.