

The process of Recognition of Prior Learning enables students to seek exemption in a designated ASA Institute of Higher Education award course based on approved studies from other higher education institutions.

Applications for recognition of prior learning are reviewed by the Academic Dean or delegate and must be submitted at least two weeks prior to the start of the course to be considered for basis of admission or if currently studying, at least two weeks prior to the start of the next available quarter.

The total credit granted for prior learning external to ASA will not exceed 50% of the total credit points required for the award for which the credit is sought. Credit may be based on a mixture of formal study and work experience. However, no more than 25% credit will be granted for work experience. Work experience should be within the last five (5) years or reviewed on a case-by-case basis in extenuating circumstances.

Failure to provide true and correct supporting documentation and complete the required fields of this form may result in your application being delayed or refused.

For new or prospective students: return completed form and supporting documentation to [admissions@asahe.edu.au](mailto:admissions@asahe.edu.au)  
For current students: return completed form and supporting documentation to [info@asahe.edu.au](mailto:info@asahe.edu.au)

Please refer to the [Recognition of Prior Learning Policy](#) and the [Recognition of Prior Learning Procedure](#), for admissions-based applications please also refer to [Student Admissions Policy](#).

## Section 1: Personal Information

Student ID	<input type="text"/>	Student Name	<input type="text"/>
Phone	<input type="text"/>	Email Address	<input type="text"/>
Course	<input type="text"/>		

## Section 2: Application Type

- ☐ Basis for Admission ☐ Credit Transfer/Advanced Standing

## Section 3: Basis of Recognition of Prior Learning

- |   |   |
|---|---|
| <input type="checkbox"/> Formal study completed no more than 5 years prior to application or undertaking study at ASA | <input type="checkbox"/> Seeking credit from completed units undertaken at ASA in another course of study |
| <input type="checkbox"/> Work/Industry Experience   | <input type="checkbox"/> Short courses or professional development courses                                |

## Section 4: Unit Equivalence

Indicate in the below table the subjects in which you completed and the equivalent subjects at ASA in which you are seeking the review for recognition of prior learning

Unit Code	Unit Name	ASA equivalent Code	ASA equivalent Name	Date Completed

## Section 5: Student Declaration

- ☐ I declare that, to the best of my knowledge, the information provided in this application form and all attachments is true and correct.
- ☐ I understand that any incomplete information may lead to the return of my application, or I may be contacted at any time regarding my application
- ☐ I authorise ASA to make necessary enquiries in the assessment and verification of this application and to use any information supplied in this application for that purpose.
- ☐ I understand that this request for Assessment Review may result in a change to the result for this assessment and overall unit outcome.
- ☐ I have read and understood the Assessment Review Policy and the Assessment Review Procedure

Student Signature

Date