

RECOGNITION OF PRIOR LEARNING (RPL) application form

Applications for RPL are assessed in line with SIBT RPL policy available on the website. Students seeking RPL from SIBT units *must provide* the following documents:

- 1. Your original Academic Transcript or a certified copy with certified English translations** (if necessary). The transcript should be on an institution letterhead and indicate all units attempted and grades achieved.

Note: To gain exemptions for a Diploma course you must have studied and passed units in an equivalent or a higher level qualification (Bachelor) level program. Conceded passes will not be accepted.

- 2. Detailed Official unit outlines** (in English) **for every unit**, for which RPL is sought must contain:

- The name and code of the unit – these must be the same as the unit on your Academic Transcript,
- The semester and the year in which the unit was completed.
- A detailed week by week summary of the content covered by the unit with relevant textbook chapters,
- Length of time needed to study the unit,
- Details of assessment of the unit,
- List of textbooks and reference books.

- 3. An Application Form** indicating equivalent SIBT unit(s) for which exemption is sought at an equivalent educational level. The maximum number of units approved as exemptions allowed at Foundation or Diploma level is four (4). A student who enrolls in an Advanced Diploma may apply for an additional two (2) units as exemptions when they have completed 8 Diploma units. Applications received after week 1 will only be considered for the next semester. Students cannot apply for RPL of units they are currently enrolled in.

EXEMPTION APPLICATION REQUIREMENTS

- Documents must be authentic and clearly identified as provided by the issuing institution where the unit(s) were studied. (e.g. The documents must be properly stamped with an official school or college seal and/or be printed with an official letterhead).
- Translated documents must be certified by the issuing institution and accompanied by certified copies of the original untranslated documents.
- Agents acting on behalf of a student **must provide all documentation** as set out above.
- Applications will be assessed within 20 working days. Assessment of equivalence is based on the Australian Qualifications Framework. Applicants will be notified of the decision. Please note that these decisions are final.
- Failure to meet any of the submission requirements outlined above will result in the exemption process being delayed indefinitely.

APPLICANT DETAILS

Family Name:

Given Names:

SIBT Student ID:

Telephone (mobile):

Telephone (home):

Email Address:

Intended or current course of study at SIBT:

Intended course of study at University:

University:

SUBMISSION INFORMATION

Submit your application to: exemptions@sibt.nsw.edu.au

Please provide the code and name of the SIBT units that you are seeking an exemption for, information on equivalent units studied, and the name of the course and institution where the units were studied:

SIBT unit code	EQUVALENT FROM PREVIOUS STUDIES					OFFICE USE ONLY		
	unit code	unit name	year	semester	issuing institution	decision	criteria	processed by
						<input type="checkbox"/> approved		
						<input type="checkbox"/> rejected		
						<input type="checkbox"/> approved		
						<input type="checkbox"/> rejected		
						<input type="checkbox"/> approved		
						<input type="checkbox"/> rejected		
						<input type="checkbox"/> approved		
						<input type="checkbox"/> rejected		
						<input type="checkbox"/> approved		
						<input type="checkbox"/> rejected		
						<input type="checkbox"/> approved		
						<input type="checkbox"/> rejected		

ACKNOWLEDGEMENT <input type="checkbox"/> I have read and understood the above information regarding the SIBT exemptions process & requirements <input type="checkbox"/> I am currently not enrolled in units for which I am seeking exemption(s)		Agent business name: <hr/> Agent contact details: <hr/> Agent full name: <hr/>	
Applicant signature	Date	Agent signature	Date
_____	_____	_____	_____