



RPL Application Instructions

When you log in to the RPL system, you will see a screen like the one shown below.

Name: *

Email: *

Confirm Email: *

Tabor Degree Name: *

Tabor Subject Name: *

Tabor Subject Code: *

Message: *

Here you type the reason you are applying for RPL, for example; I previously studied New Testament Introduction at ABC College. My transcript is attached.

Simply follow the instructions shown in the boxes and click the blue "submit ticket" button when complete. RPL is normally applied for on a subject by subject basis, and this is what these instructions apply to. **A separate form should be used for each subject.**

However, in some cases, RPL is applied for differently. For instance, if you have a prior award you might be seeking credit for some or all of the elective component of your degree (this is known as 'Credit for Prior Studies'). In this case, simply enter 'Credit for Prior Studies' in the subject name box. If you have any questions about how to fill out this part of the form, please contact your Faculty Administrator as listed below.

The basis for an RPL request can be quite varied; however the most common is having studied a similar subject previously. In this case, the required evidence is:

- A certified copy of your official transcript
- A synopsis for the subject you studied previously, or some form of documentation detailing what was involved in the subject, to allow your request to be assessed

Applications for RPL should be made at the point of application for admission or within the first semester of study. This allows for the study program to be determined early, and avoids the possibility of undertaking a subject unnecessarily.

You are not advised to apply for RPL for a subject that you are currently enrolled in. Where such an application is received, no guarantee can be made that the assessment will be finalised prior to census date, and as such you may find yourself charged for the subject. It is advisable to withdraw from the subject prior to census date to avoid being charged if you decide you want to apply for RPL.

As per Tabor's RPL Policy, you will be notified in writing the outcome of your application no later than 6 weeks from the date of submission.

Your Faculty Administrator is there to help you, so please feel free to make contact. The Faculty Administrators are:

Teacher Education: Fran Hastings – fhastings@adelaide.tabor.edu.au

Ministry, Theology and Culture: Mike Bartholomaeus – mbartholomaeus@adelaide.tabor.edu.au

Humanities and Social Sciences: Jacquie Bromilow – jbromilow@adelaide.tabor.edu.au

RPL EVIDENCE

When attaching the evidence for your request, please be sure to only attach scans of original documents or scans of certified copies. Alternatively, you can bring original documentation in to Student Services if you prefer.

Who can certify documents?

- Health professions: Chiropractor, Dentist, Medical practitioner, Nurse, Optometrist, Pharmacist, Physiotherapist, Psychologist
- Court positions: Bailiff, Justice of the Peace, Judge, Magistrate, Registrar, or Deputy Registrar, Clerk, Master of a court, CEO of a Commonwealth court
- Government representatives (elected): Federal, State or Territory or Local
- Public servants: Federal, State or Territory or Local – employed for five years or more.
- Permanent employees of the Australian Health Practitioner Regulation Agency
- Bank officer, building society officer, credit union officer, finance company officer – employed for five years or more
- Veterinary surgeon
- Accountant (member of ICA, ASA, NIA or CPA, ATMA, NTAA)
- Minister of religion, or marriage celebrant
- Notary public
- Police officer
- Teacher (full-time) at a school or tertiary education institution

What do the above authorised officers need to do to certify your documents?

An Authorised Officer should do the following in the presence of the applicant:

- Certify that each document is a true copy of the original.
- Witness the signature of the applicant.

Certified documents must:

- Be initialed on every page by the Authorised Officer.
- Annotated on the last page as appropriate e.g. "I have sighted the original document and certify this to be a true copy of the original" and signed by the Authorised Officer.
- List the name, date of certification, and contact phone number and position number (if relevant) and have the stamp or seal of the Authorised Officer (if relevant) applied.