

Applicants for Credit for Prior Learning should read SHEA's POL007 Credit for Prior Learning Policy and Procedure before completing this form

Applicant Information

First Name:

Last Name:

Email:

Mobile Number:

Are you:

☐ A prospective student applying for admission? (This form should be attached to your Application for Admission)

☐ An enrolled student?

What is your Student ID?

For which course are applying for credit?

☐

Bachelor of Information
Technology

☐

Master of Information
Technology

Note: The deadline for late CPL applications is the census date of the trimester in which the student begins study at SHEA.

ON WHAT BASIS ARE YOU REQUESTING CREDIT?

a. I have previously completed a formal program at an accredited education provider (e.g. Diploma, Advanced Diploma, Bachelor or Masters)	Go to 1
b. I have acquired knowledge through formal or non-formal learning	Go to 2
c. Are you seeking specified credit? I want to be exempt from (or given credit for) one or more specific subjects, as I can demonstrate that the learning I have previously undertaken is directly equivalent to a SHEA subject/s.	Go to 3

1. WHAT ARE THE DETAILS OF THE INSTITUTION YOU PREVIOUSLY STUDIED IN?

Institution previously attended:	
Title of degree/award: e.g. Diploma, Advanced Diploma, Bachelor or Masters:	
Country:	
Complete / Incomplete:	
Completion date or last year enrolled?	
Have you previously been awarded any credit for the above qualification?	

2. WHAT ARE THE DETAILS OF FORMAL OR INFORMAL LEARNING?

Specified Subject	
Relevant Learning Acquired (evidence) e.g. experience, other learning	

3. SPECIFIED CREDIT (STUDENT TO COMPLETE)

SHEA subject code and name	Previous institution subject code and name

NOTES

Area for notes, featuring a large, faint, diagonal watermark of the word "SHEA".

Please provide evidence to support your Credit for Prior Learning application. This may include, but not limited to:

FORMAL STUDIES / CREDIT TRANSFER

Details of previous studies undertaken, including:

- Certified copies of Academic Transcript Extracts from previous institution's handbook
- Extracts from previous institution's handbook or course material showing details of course, structure and credit points weightings
- Subject outlines from previous institution, including assessment requirements

WORK EXPERIENCE

Details of work experience, including:

- Curriculum Vitae or Resume in detail
- Evidence of experience such as work experience letters or other supporting documentation
- Example of your work such as reports, position descriptions, engagement letters etc.

HELP TO COMPLETE THIS FORM

Please refer to SHEA POL007 Credit for Prior Learning Policy at SHEA website (<https://shea.edu.au/wp-content/uploads/2026/06/POL007-Credit-for-Prior-Learning-v2.6.pdf>) prior to completing this form.

If you require any further help or have questions or clarifications to complete this form, please contact administration below.

Phone Number: +612 9096 3750

Email Address: admin@shea.edu.au

PRIVACY STATEMENT

All information collected in this form is required to assess your eligibility for Credit for Prior Learning and will be stored in line with SHEA's Privacy Policy. SHEA reserves the right to verify all the details you have provided in order to assess your application and this information may be disclosed under government legislations or regulations requirements.

STUDENT DECLARATION

I hereby apply for Credit for Prior Learning and declare that the information I have provided in this form is correct and complete. I understand that information about me and the study I undertake may be disclosed as described in the Privacy Statement or otherwise as required by law.

Signature of Student:

Date :

DD

MM

YYYY

Date Received:

DD

MM

YYYY

This form and supporting documentation should be submitted to admissions@shea.edu.au



Dean:

Date:

DD

MM

YYYY

Signature:

Verified by: _____ Date: Signature: _____
DD MM YYYY