

# Support guide for making an application for a reduced volume of learning (RVL) in a Masters course

## Purpose of this guide:

This document provides an overview of how to submit and manage your application for RVL.

RVL is a form of RPL that some Masters courses use to reduce the number of credit points needed to complete the course. RVL cannot be used towards an undergraduate course, a Graduate Certificate or Graduate Diploma. It recognises a completed qualification based on AQF levels and in some cases, relevant work experience.

## Create an application for RVL

When submitting a course application to study at the University of Sydney, you will be asked if you want to apply for credit and/or recognition for prior learning.


If you tick yes, you will receive an email with information about how to log in to your [Sydney Student Portal](#) and submit an application for credit.

1. Go to **Applications, My application and submit your application for RVL.**
2. In the Actions column you will need to click on the link **submitted or cancelled your application for credit** to submit your application.

Home Applications My Finance Logout

### MY APPLICATION

Your applications are listed below. The links may vary depending on the stage of your application. At any time you can view and track the progress of your application, including any applications for credit you have submitted.

My applications and offers				
Below is a summary of course applications which you have submitted to the University.				
Course name	Year	Admissions period	Status	Actions
Master of Commerce	2016	Semester 1	Applicant	 This application will not be processed until you have <a href="#">submitted or cancelled your application for credit</a> .

Agent information				
Below are details of agents acting on your behalf for applications to the University.				
Agent	Start date	End date	Course	Actions
EIC (Australia - Sydney)	13/May/2015	31/Mar/2016	Master of Commerce (Semester, 2016)	<a href="#">Request to change or remove this agent</a>

3. This will take you to the APPLYING FOR CREDIT AND/OR RECOGNITION FOR PRIOR LEARNING

## APPLYING FOR CREDIT AND/OR RECOGNITION FOR PRIOR LEARNING

Before you apply for credit, find out what your faculty offers – check your faculty's [handbook](#) or [website](#).

You also need to read the University's [Advanced Standing, Credit and Exemption Policy](#) before you submit your application for credit.

You can apply for credit based on:

- units of study completed at a university or higher education institution
- partially completed or completed qualification(s) studied at a university, higher education institution or a vocational education and training institution (TAFE or private provider)
- work experience. Please note that not all faculties offer credit for work experience – check your faculty website and faculty handbook.
- a combination of the above.

### Supporting documentation

You will need to supply supporting documentation, including a transcript and unit of study or course outline when applying for credit for studies completed or Recognition for Prior Learning (RPL) not undertaken at the University of Sydney. If you do not have this documentation, please cancel your credit application. Applications for credit submitted without supporting documentation will be rejected. You will have an opportunity to apply for credit or RPL after you enrol.

If you are applying for credit on the basis of work experience, you will need to upload a letter of employment from your workplace. This letter needs to state your role and duties as they relate to credit sought, and needs to be signed by your employer. Not all faculties offer credit for work experience – check your faculty website and faculty handbook.

Please note that all non-English documents must be officially [translated](#).

### Credit outcomes

Credit may be granted as specific credit or non-specific credit:

- specific credit is the recognition of previously completed studies as directly equivalent to a unit of study at the University of Sydney.
- non-specific credit takes the form of a block credit for a specified number of credit points at a particular level. These credit points may be in a particular subject area. Non-specific credit is not linked to a particular unit of study at this University.

### Implications of gaining credit

If your application for credit is successful, you might need to vary your unit of study selections. You need to do this by the relevant [census date](#).

Please consider the implications of credit before you apply. Credit might:

- reduce your course duration
- reduce your fees (this will be reflected in your fee statement or Commonwealth Assistance Notice)
- affect your study load – for example, you might have a part-time load for one semester. This can affect your eligibility for government assistance, such as Austudy, ABSTUDY or Youth Allowance.
- affect your weighted average mark (WAM) or grade point average (GPA).

If you are a student visa holder and your expected course duration is decreased as a result of accepting credit and/or RPL, the University is required to notify the Australian Government's Department of Immigration and Border Protection. Depending on the amount of credit awarded to you, this might reduce the duration of your course. Please [contact the Admissions Group](#) for more information.

[EXIT](#) [CANCEL APPLICATION FOR CREDIT](#) [CONTINUE](#)

4. Once you have read the information about Applying for credit and/or recognition for prior learning, you can **CONTINUE** to the application page.

Your application can include more than one item. Please provide as much information as possible for each item. Each credit item should include some course or unit of study information. For RPL items, please only add them once you have confirmation that your faculty recognises prior learning for your course. You also need to include a learning type and tick 'Is this recognition for prior learning?'

#### ADD CREDIT OR RPL ITEM

Mandatory fields are marked with an asterisk (\*)

Learning type \*

Institution

Course

Completed unit of study code

Completed unit of study name

Year of completion

Language of instruction

Equivalent University of Sydney unit of study code (if known)

Additional information

Is this recognition for prior learning?

[ADD ITEM](#)

#### APPLICATION SUMMARY

You can review the credit and/or RPL items you have added below. Once you are finished, please **SUBMIT** your application. You can also **REMOVE** an individual item before applying.

Learning type	Institution	Course	Completed unit code	Completed unit name	Year of completion	Language	USYD unit code	RPL	Additional info	Remove
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To assist your faculty with assessing your application, you will need to upload supporting documentation. If you are applying for credit for units of study completed at an institution other than the University of Sydney, you need to provide:

- your transcript (please note that results notices are not sufficient)
- detailed official unit of study descriptions corresponding to the completion year. They need to describe at minimum the content of the unit, mode of assessment, number of contact hours and teaching weeks and the credit point weighting
- A portfolio (if applicable).

To receive credit for units of study completed at the University of Sydney, you do not need to provide supporting documents.

To have prior work experience recognised, you will need to upload a signed letter from your employer that details how your role and duties relate to the credit/RPL sought. Please note that some faculties do not recognise work experience. If you are applying to have other prior learning recognised, you need to provide relevant documents that allow your faculty to assess whether that learning is equivalent to the requirements of your future course. Please note that all non-English documents need to be officially translated.

#### SUPPORTING DOCUMENTS

You can **UPLOAD** one or more documents. Maximum file size is 10MB.

No documents uploaded.

[Upload documents](#)  [Browse...](#) [UPLOAD](#)

[CANCEL](#) [SUBMIT](#)

5. You will need to provide some information about the type of RVL you are seeking which may include a combination of one or more qualifications or a qualification and work experience.

## RVL for a prior qualification

- For learning type, select **Higher Education**
- For institution, enter where you completed your previous course.
- For course, enter the name of the course you want us to assess.
- You don't need to enter information about unit of study code or unit of study name. Leave these blank.
- For year of completion enter year you completed your qualification.
- For language of instruction, enter language in which you studied.
- You don't need to enter an equivalent University of Sydney unit of study code. Leave this blank.
- You don't need to provide additional information. Leave this blank.
- Tick the box - **Is this recognition for prior learning?**
- ADD ITEM if you have more than one qualification to add or you also have work experience.

## RVL for work experience

- For learning type, select **Work Experience**
- You don't need to enter information about unit of study code or unit of study name. Leave these blank.
- For year of completion enter year you completed your work experience.
- For language of instruction, enter language in which you completed your work experience.
- You don't need to enter an equivalent University of Sydney unit of study code. Leave this blank.
- Tick the box - **Is this recognition for prior learning?**
- ADD ITEM if you also have a prior qualification.

**ADD CREDIT OR RPL ITEM**

Mandatory fields are marked with an asterisk (\*)

Learning type \*

Institution

Course

Completed unit of study code

Completed unit of study name

Year of completion

Language of instruction

Equivalent University of Sydney unit of study code (if known)

Additional information

Is this recognition for prior learning?

**ADD ITEM**

APPLICATION SUMMARY										
You can review the credit and/or RPL items you have added below. Once you are finished, please <b>SUBMIT</b> your application. You can also <b>REMOVE</b> an individual item before applying.										
Learning type	Institution	Course	Completed unit code	Completed unit name	Year of completion	Language	USYD unit code	RPL	Additional info	Remove
Higher Education	University of New South Wales	Bachelor of Commerce (BCom)	ACCT1511	Accounting & Financial Management 1B	2014	English				<a href="#">Remove</a>

## Upload supporting documents

- For prior learning, you must provide a copy of your official academic transcript listing completed units of study from your previous institution. We cannot accept unofficial enrolment records or print-offs of online academic results.
- For work experience, you must provide supporting information about your professional work experience. Supporting information should include formal documentation outlining your professional experience (letters from employers, resume, and duty statement). Please check with your faculty for specific information about what professional work experience you need to demonstrate as this may vary between faculties and courses.

To assist your faculty with assessing your application, you will need to upload supporting documentation. If you are applying for credit for units of study completed at an institution other than the University of Sydney, you need to provide:

- your transcript (please note that results notices are not sufficient)
- detailed official unit of study descriptions corresponding to the completion year. They need to describe at minimum the content of the unit, mode of assessment, number of contact hours and teaching weeks and the credit point weighting
- A portfolio (if applicable).

To receive credit for units of study completed at the University of Sydney, you do not need to provide supporting documents.

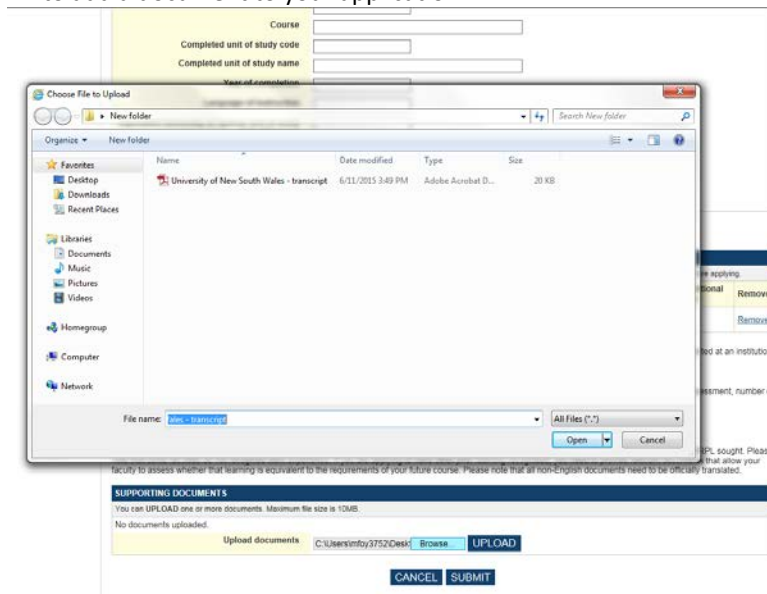
To have prior work experience recognised, you will need to upload a signed letter from your employer that details how your role and duties relate to the credit/RPL sought. Please note that some faculties do not recognise work experience. If you are applying to have other prior learning recognised, you need to provide relevant documents that allow your faculty to assess whether that learning is equivalent to the requirements of your future course. Please note that all non-English documents need to be officially translated.

**SUPPORTING DOCUMENTS**

You can **UPLOAD** one or more documents. Maximum file size is 10MB.

No documents uploaded.

1. Click the **Browse** button to find and attach your supporting documentation.
2. Click **UPLOAD** to add a document to your application.



3. Repeat the above steps to upload documents for each unit of study (subject) you have included in your application.
4. If you upload the wrong document, you can delete it and upload another.
5. When you have finished you can **SUBMIT** your application.

**APPLICATION SUMMARY**

You can review the credit and/or RPL items you have added below. Once you are finished, please **SUBMIT** your application. You can also **REMOVE** an individual item before applying.

Learning type	Institution	Course	Completed unit code	Completed unit name	Year of completion	Language	USYD unit code	RPL	Additional info	Remove

To assist your faculty with assessing your application, you will need to upload supporting documentation. If you are applying for credit for units of study completed at an institution other than the University of Sydney, you need to provide:

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**SUPPORTING DOCUMENTS**

You can **UPLOAD** one or more documents. Maximum file size is 10MB.

[Duty Statement.pdf \(19 KB\)](#) [Delete](#)

6. Click **EXIT** to close your application.

SYDNEY STUDENT   UNIVERSITY HOME

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CREDIT APPLICATION SUBMITTED

We have received your application, and will contact you once we have assessed it.

**What happens if your application is rejected?**

You will not receive credit if your application does not meet policy or fit with the resolutions of your course. We will explain why your application has been rejected when we send you the decision.

**What happens when you receive an RVL offer?**

1. You will be notified of your application outcome within your offer letter.
2. When accepting your offer you will be able to modify the RVL by accepting or rejecting credit items.