



Guidelines for preparing a learning portfolio

Applications should be submitted in the following format attached to a credit application form:

Title Page

- Your name and Monash ID no. (if applicable)
- Contact details

Portfolio

Your RPL portfolio should clearly demonstrate how your learning experience is related to the learning objectives of the course as well as demonstrate your capacity to study at a postgraduate level. Your portfolio should consist of documentary evidence that supports these claims made under the following headings:

- Summary of educational/ vocational achievements (include qualifications and employment history)
- Credentialed learning activities
 - certified copies of statements of satisfactory completion of a course(s) offered by a professional body or enterprise, private education institution, or by any other provider
 - recognised by the University
 - documentation stating the objectives, learning outcomes and content of the course(s)
 - details of any formal assessment of learning undertaken and, if relevant grades obtained
 - details of contact hours of the course
 - details of the presenter
- Uncredentialed learning
 - detailed curriculum vitae and letters of support from appropriate persons/organisations who can verify these details
- Detailed account of other learning including:
 - Publishing and dissemination
 - Life experience
- Brief essay identifying why the portfolio should be accepted for RPL.

NB: Documentary confirmation of any of the details above is essential. Life experience is likely to be the most difficult to credit so be sure that your documentation is comprehensive and carefully organised.

Referees

Please provide contact details of two (2) referees (preferably one personal and one professional).