

Recognition of Prior Learning – PACE (Professional and Community Engagement)

PACE CREDIT APPLICATION FORM

Please read before proceeding with the PACE Form

Definitions

Formal learning – Learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.

Informal learning – Learning gained through work, social, family, hobby or leisure activities and experiences. Unlike Formal or Non-Formal Learning, Informal Learning is not organised or externally structured in terms of objectives, time or learning support.

Non-formal learning – Learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.

Specified credit – Credit granted towards specific units of a Course of Study.

Important information

Application

You must complete the application in full and in your own words. Incomplete applications will not be processed. You are required to complete a separate application for each unit requested.

You should also consider the following questions when preparing and deciding what evidence to include in your application:

- How current is the evidence?
- How valid and relevant is the evidence? Are your prior learning/experiences comparable to the requirements for credit in a unit or stage of a Course of Study for which you are seeking RPL?
- Is there enough evidence to support your request?
- How reliable and accurate is the evidence?
- Have you matched the evidence to the learning outcomes and/or skills gained in the unit or stage of the Course of Study?

For course specific information (i.e. course learning outcomes), refer to the [Handbook website](#).

Assessment

Your response will be assessed as to how closely your prior learning/experiences match the learning outcomes and competencies delivered in the unit for which you are seeking RPL.

You may also be required to provide further information or participate in subsequent assessment processes, such as, a challenge test or interview.

PACE CREDIT APPLICATION FORM

This form is to be used alongside the online RPL application by students when applying for credit for PACE units.

RPL for PACE units may be possible if there is evidence of having completed a PACE-like unit elsewhere, or submission of a portfolio demonstrating that all four essential PACE elements have been met. These elements are as follows:

- PACE units and activities must demonstrate community engagement; that is, entering into a partnership of mutually shared benefit between a Macquarie University student and a government, non - government, public or private entity. The partner can be from within the University, based locally (in Sydney), in regional Australia, or overseas.
- PACE units and activities should assist the partner to achieve their mission and purpose.
- The choice of partner and activity must reflect the ethical standards of the University and the broad aim of the Professional and Community Engagement initiative to promote the well-being of people and the planet.
- The mode of engagement for the PACE activity should be identified and may include engagement that takes place in-person and/or remotely through technology (e.g. Skype, telephone, email, etc.), with students working on the activity either individually and/or in groups.

SECTION 1: APPLICANT INFORMATION

Personal Details	
Name	
MQ Student ID	
Phone number	
PACE unit code	

NOTE: *Please submit a separate application for each pace unit requested.*

*** Kindly attach additional pages if the space provided is insufficient.

If you have completed a PACE-like unit at another institution, complete Section 2A
If you have completed an experiential learning component (for example, work experience), complete Section 2B



SECTION 2A: CREDIT BASED ON PRIOR STUDIES (ONLY COMPLETE THIS SECTION IF YOU HAVE COMPLETED A PACE-LIKE UNIT AT ANOTHER INSTITUTION)

Completion of PACE-like unit at another institution

1. Have you completed a PACE-like unit at another institution? If so, please provide details such as how your prior unit meets the learning outcomes of the Macquarie PACE unit? Please ensure you include a unit guide for the prior unit as part of your submission.

Please also attempt to address how your prior unit(s) meets the four essential PACE elements at Macquarie University as listed above.



SECTION 2B: CREDIT BASED ON EXPERIENTIAL LEARNING (ONLY COMPLETE THIS SECTION IF YOU ARE APPLYING ON THE BASIS OF EXPERIENTIAL LEARNING SUCH AS WORK EXPERIENCE)

Completion of experiential learning (work experience)	
<p>If you have not completed a PACE-like unit elsewhere but would like to apply for RPL on the basis of an experiential learning activity (for example, work experience) please respond to the following questions and include any supporting documents that might support your responses with your submission. For example:</p> <ul style="list-style-type: none">▪ letter from the organisation confirming period of engagement;▪ outputs or documents indicating mutually beneficial outcomes;▪ resources detailing theory acquired through study at the organisation and/or the University, that were applied to the experiential learning activity;▪ Examples of reflective practice that supported your learning	
1. In what way was the experiential learning activity mutually beneficial for you, and the organisation at which you were based?	
2. Did the experiential learning activity exceed 30 hours (the minimum hours standard set in the Senate's Criteria for PACE units)?	
3. What theory was integrated with the practice of the experiential learning activity?	
4. How was your learning during the experiential learning activity supported by a reflective practice framework?	

SECTION 3: DECLARATION

Application declaration

By signing this application form, I acknowledge and agree to the following:

- The information I have submitted with my application is true, correct and complete.
- All documents I submit with my application become the property of the University and will not be returned.
- I have read and understood the [University's statement on privacy](#) and the purposes for which my personal information will be used.
- The University may vary or reverse any decision it makes based on incorrect, incomplete or fraudulent information provided in my application.
- It is an offence to submit fraudulent documentation in support of my application.

Signed:

Date:

Please note: Kindly attach additional pages if the space provided is insufficient.