



**Mandatory probation subject in
Graduate Certificate in Learning & Teaching in Higher Education
EEL522 EXEMPTION FORM**

Employee Details:

First Name

Family Name

Staff Number

Exemption Application Form

Please note: exemption can only be granted for equivalent formal qualifications at an AQF level 8 or above (recency requirements of 10 years or less).

For staff who do not hold a formal qualification in learning and teaching, you are entitled to make an application for proficiency credit (Recognition of Prior Learning) based on informal or non-formal learning. To be eligible for RPL, you must provide a portfolio of evidence that demonstrates your proficiency in meeting the subject learning outcomes. Please see the [CS credit policy](#) for further information or contact the Course Director by emailing GCLTHE@csu.edu.au

Case for equivalence

Provide rationale and attach supporting documents for exemption (Transcripts, Certificates and Subject Outline from previous university study, showing alignment with request for exemption)

Signed

Applicant – Name

Signature

Date

Signed

Head of School – Name

Signature

Date

Signed

Executive Dean – Name

Signature

Date

Email to Division of Learning and Teaching: GCLTHE@csu.edu.au

Approved

YES

NO

Explanation:

Sub-Dean Academic Development - Name Signature

Date

Email to relevant HOS & Human Resources: dpc@csu.edu.au

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