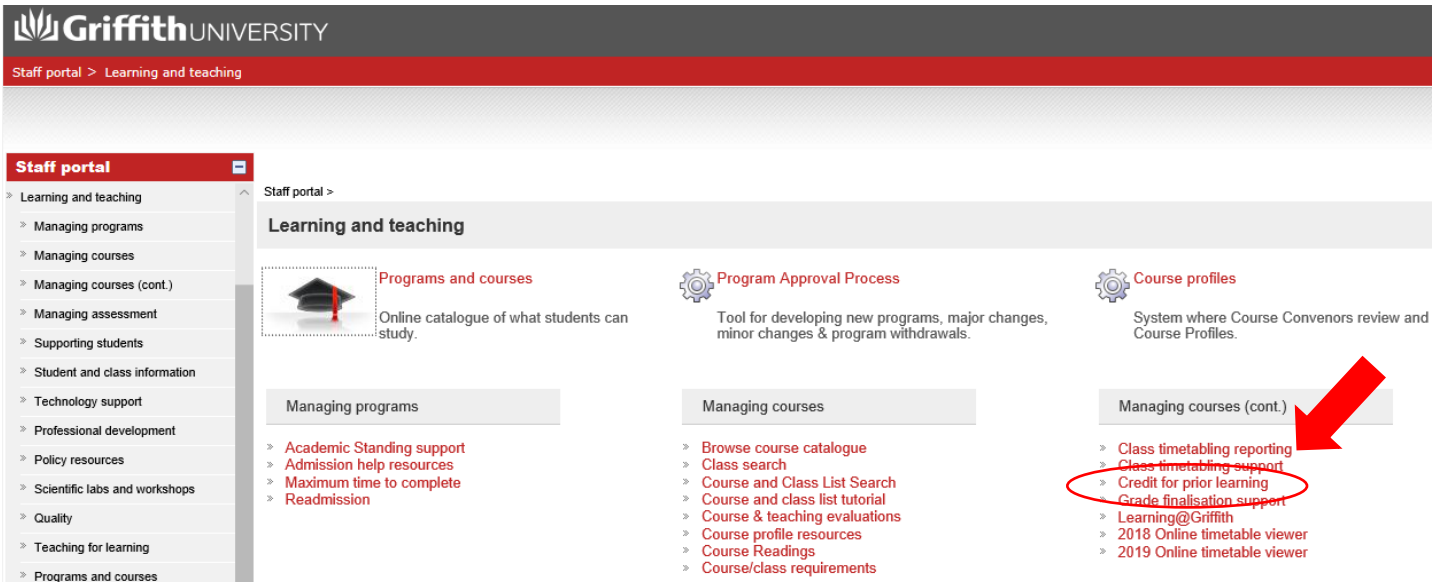
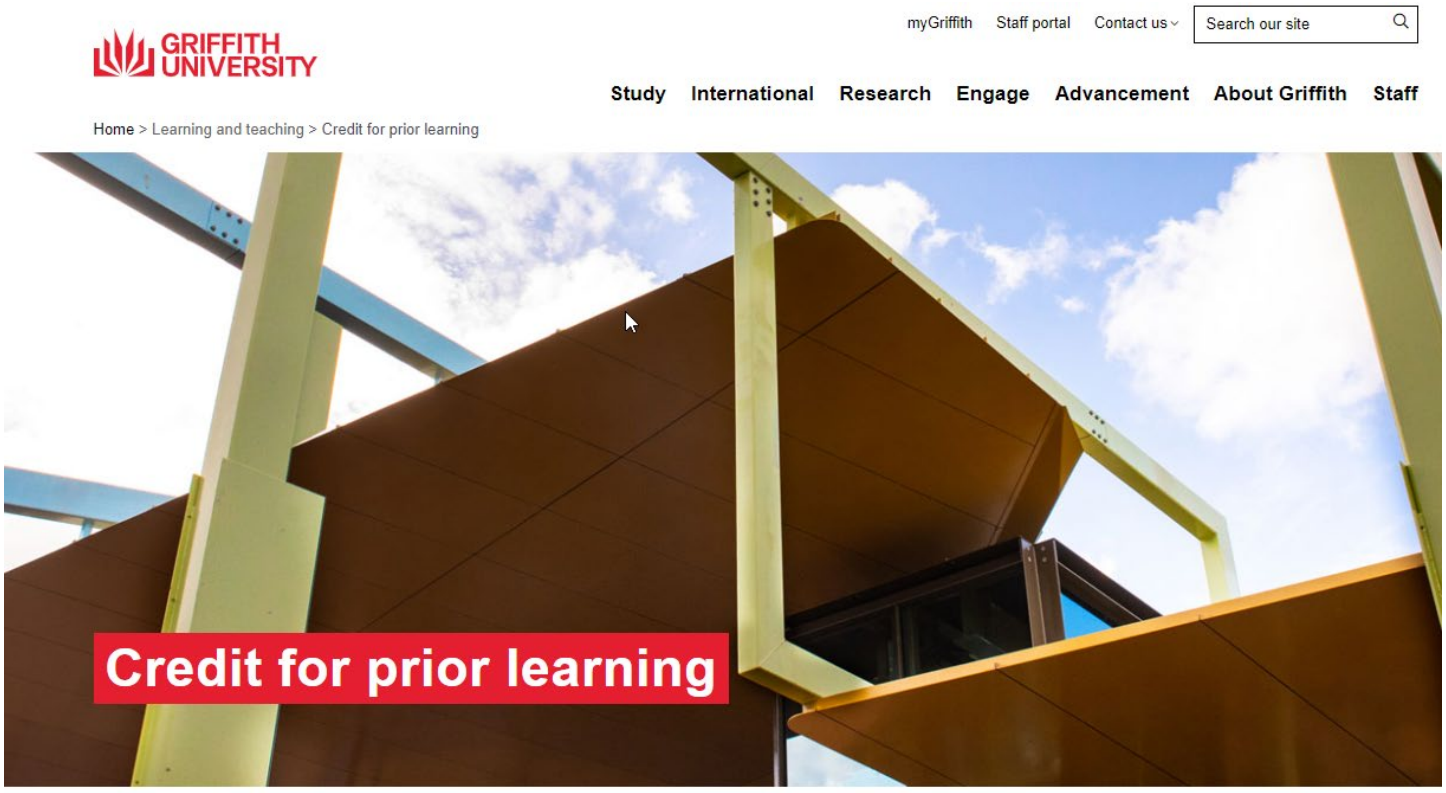
Searching for applications or courses assessed via the Online Credit Application

Searching for previously assessed applications or courses

[Staff Portal > Learning and Teaching > Managing courses > Credit for prior learning]





Credit help resources

A range of resources are available for staff including instructional videos, quick reference guides and detailed user guides.

Detailed user guide

Approving 'online credit for prior learning application' workbook (PDF)

The user guide provides step-by-step instructions on approving an application:

- How does the student apply for credit?
- Accessing an online application
- Application summary tab
- Approval tab
- Searching for credit applications

Quick reference guide

Approving 'online credit for prior learning application' quick-reference guide (PDF)

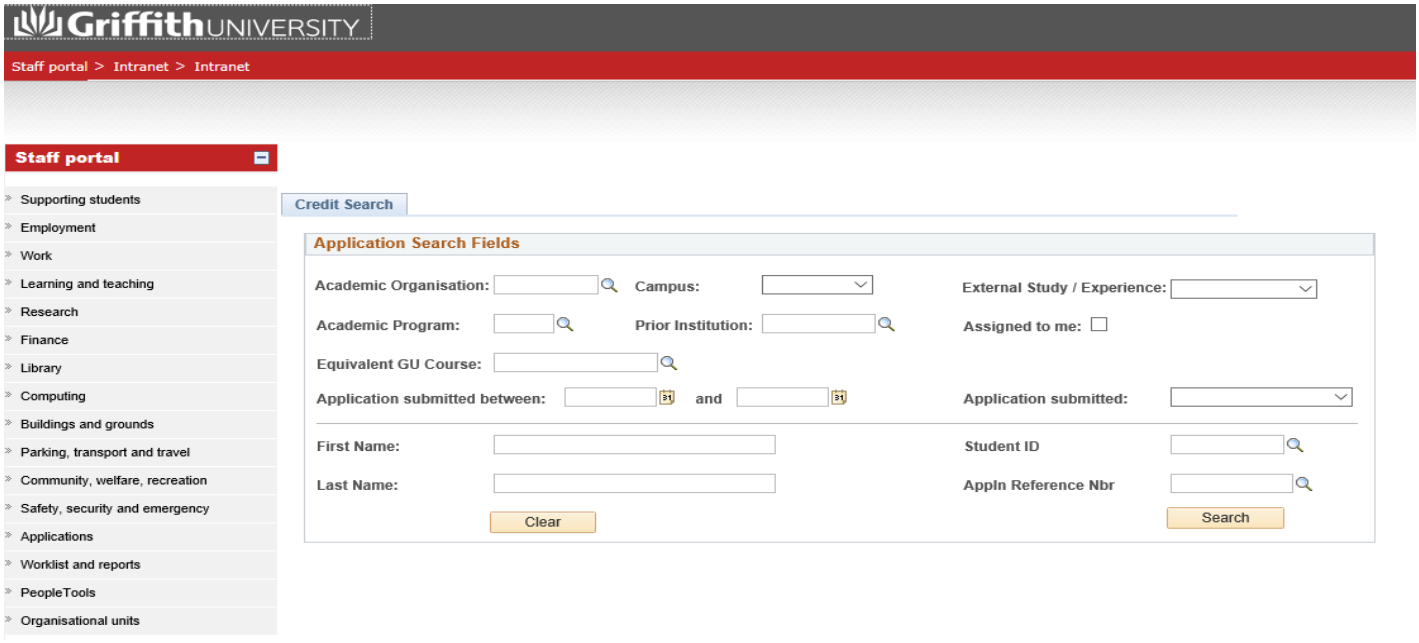
The quick reference guide provides a two page summary on approving an online credit for prior learning application.

Further information

- Information on the RPL Learning Profile (PDF)
- Searching for previously assessed applications or courses via the Staff Portal user guide (PDF)

Search for credit for prior learning applications

Credit application search >

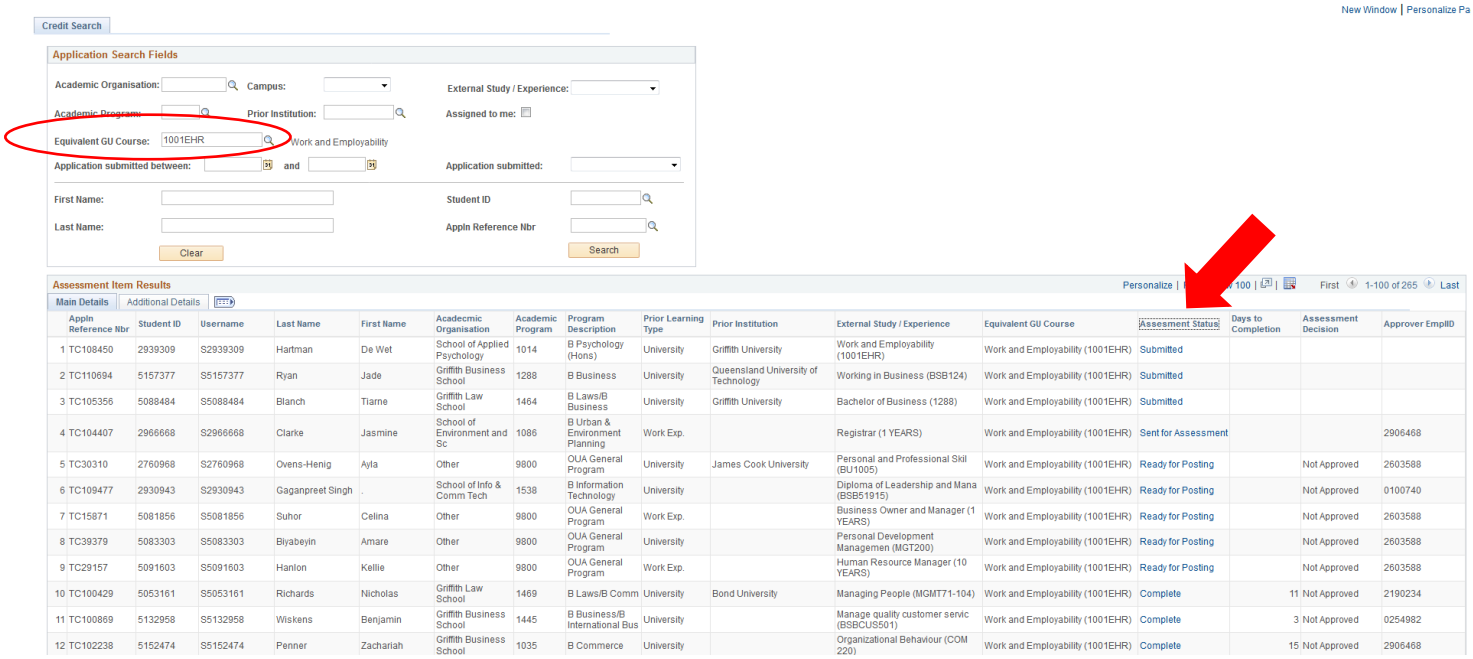


Search Options available include:

External Study / Experience: *TAFE or VET study, University/Other, Work or Other Experience*
Academic Program:
Prior Institution:
Assigned to me:
Equivalent GU Course:
Griffith Student details:
Applications submitted between: *Assessments date back to September 2016 (the introduction of the Online Credit application)*

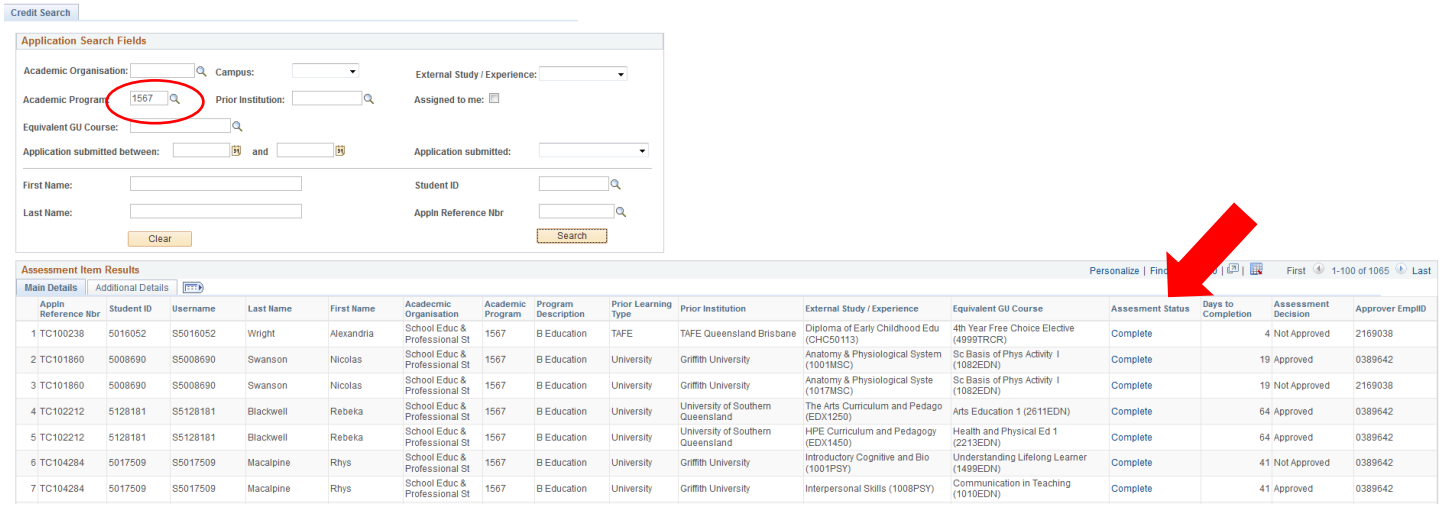
Click on the Assessment Status for further information regarding the assessment Item – the Application Summary and Approval page will be displayed, providing access to supporting documentation for the outcome.

Search via course example



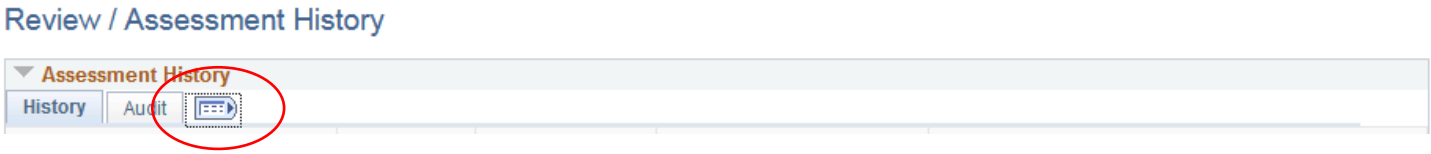
	Appln Reference Nbr	Student ID	Username	Last Name	First Name	Academic Organisation	Academic Program	Program Description	Prior Learning Type	Prior Institution	External Study / Experience	Equivalent GU Course	Assesment Status	Days to Completion	Assessment Decision	Approver EmplID
1	TC108450	2939309	S2939309	Hartman	De Wet	School of Applied Psychology	1014	B Psychology (Hons)	University	Griffith University	Work and Employability (1001EHR)	Work and Employability (1001EHR)	Submitted			
2	TC110694	5157377	S5157377	Ryan	Jade	Griffith Business School	1288	B Business	University	Queensland University of Technology	Working in Business (BSB124)	Work and Employability (1001EHR)	Submitted			
3	TC105356	5088484	S5088484	Blanch	Tiarne	Griffith Law School	1464	B Laws/B Business	University	Griffith University	Bachelor of Business (1288)	Work and Employability (1001EHR)	Submitted			
4	TC104407	2966668	S2966668	Clarke	Jasmine	School of Environment and Sc	1086	B Urban & Environment Planning	Work Exp.		Registrar (1 YEARS)	Work and Employability (1001EHR)	Sent for Assessment			2906468
5	TC30310	2760968	S2760968	Ovens-Henig	Ayla	Other	9800	OUA General Program	University	James Cook University	Personal and Professional Skil (BU1005)	Work and Employability (1001EHR)	Ready for Posting		Not Approved	2603588
6	TC109477	2930943	S2930943	Gaganpreet Singh		School of Info & Comm Tech	1538	B Information Technology	University		Diploma of Leadership and Mana (BSB51915)	Work and Employability (1001EHR)	Ready for Posting		Not Approved	0100740
7	TC15871	5081856	S5081856	Suhor	Celina	Other	9800	OUA General Program	Work Exp.		Business Owner and Manager (1 YEARS)	Work and Employability (1001EHR)	Ready for Posting		Not Approved	2603588
8	TC39379	5083303	S5083303	Biyabeyin	Amare	Other	9800	OUA General Program	University		Personal Development Managemen (MGT200)	Work and Employability (1001EHR)	Ready for Posting		Not Approved	2603588
9	TC29157	5091603	S5091603	Hanlon	Kellie	Other	9800	OUA General Program	Work Exp.		Human Resource Manager (10 YEARS)	Work and Employability (1001EHR)	Ready for Posting		Not Approved	2603588
10	TC100429	5053161	S5053161	Richards	Nicholas	Griffith Law School	1469	B Laws/B Comm	University	Bond University	Managing People (MGMT71-104)	Work and Employability (1001EHR)	Complete	11	Not Approved	2190234
11	TC100869	5132958	S5132958	Wiskens	Benjamin	Griffith Business School	1445	B Business/B International Bus	University		Manage quality customer servic (BSBCUS501)	Work and Employability (1001EHR)	Complete	3	Not Approved	0254982
12	TC102238	5152474	S5152474	Penner	Zachariah	Griffith Business School	1035	B Commerce	University		Organizational Behaviour (COM 220)	Work and Employability (1001EHR)	Complete	15	Not Approved	2906468

Search via Academic Program example

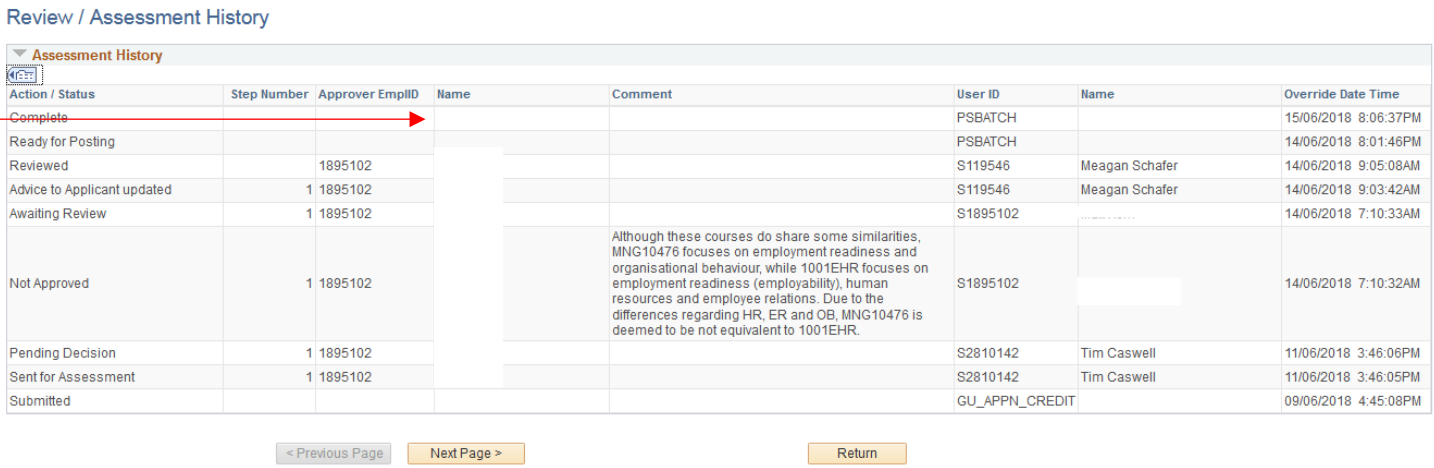


	Appln Reference Nbr	Student ID	Username	Last Name	First Name	Academic Organisation	Academic Program	Program Description	Prior Learning Type	Prior Institution	External Study / Experience	Equivalent GU Course	Assesment Status	Days to Completion	Assessment Decision	Approver EmplID
1	TC100238	5016052	S5016052	Wright	Alexandria	School Educ & Professional St	1567	B Education	TAFE	TAFE Queensland Brisbane	Diploma of Early Childhood Edu (CHC50113)	4th Year Free Choice Elective (4999TRCR)	Complete	4	Not Approved	2169038
2	TC101860	5008690	S5008690	Swanson	Nicolas	School Educ & Professional St	1567	B Education	University	Griffith University	Anatomy & Physiological System (1001MSC)	Sc Basis of Phys Activity I (1082EDN)	Complete	19	Approved	0389642
3	TC101860	5008690	S5008690	Swanson	Nicolas	School Educ & Professional St	1567	B Education	University	Griffith University	Anatomy & Physiological Syste (1017MSC)	Sc Basis of Phys Activity I (1082EDN)	Complete	19	Not Approved	2169038
4	TC102212	5128181	S5128181	Blackwell	Rebeka	School Educ & Professional St	1567	B Education	University	University of Southern Queensland	The Arts Curriculum and Pedago (EDX1250)	Arts Education 1 (2611EDN)	Complete	64	Approved	0389642
5	TC102212	5128181	S5128181	Blackwell	Rebeka	School Educ & Professional St	1567	B Education	University	University of Southern Queensland	HPE Curriculum and Pedagogy (EDX1450)	Health and Physical Ed 1 (2213EDN)	Complete	64	Approved	0389642
6	TC104284	5017509	S5017509	Macalpine	Rhys	School Educ & Professional St	1567	B Education	University	Griffith University	Introductory Cognitive and Bio (1001PSY)	Understanding Lifelong Learner (1499EDN)	Complete	41	Not Approved	0389642
7	TC104284	5017509	S5017509	Macalpine	Rhys	School Educ & Professional St	1567	B Education	University	Griffith University	Interpersonal Skills (1008PSY)	Communication in Teaching (1010EDN)	Complete	41	Approved	0389642

Via the **Application Summary page** the ***Review / Assessment History*** section – will provide information on the prior assessor and outcome



Select the Show all Columns icon to display decision process/decision maker (only not approved decisions require a comment)



Academic Assessor name will be displayed

Assessment Status or Action/Status:

Assessment Item Status	When Used
Outstanding Requirements	Application submitted without all required supporting documentation for this assessment item.
Submitted	Application submitted with all required supporting documentation for this assessment item or required supporting documentation is subsequently uploaded.
Further Information Requested	An Administrator has requested further information from the Applicant.
Sent for Assessment	Assessment item has been assigned or sent for assessment via workflow.
Pending Decision	Assessment item has been assigned or sent for assessment via workflow and a decision has not yet been entered.
On Hold	An Assessment Decision of On Hold has been entered.
Push Back	An Assessment Decision of Push Back has been entered.
Reassign	An Assessment Decision of Push Back has been entered.
Assignment Cancelled	An Administrator has cancelled the assessment.
Course Change	The Equivalent GU Course has been updated. The comment will display the value of the previous course.
External Study/Exp Change	The value of the External Study / Experience field has been updated. The comment will display the previous value.
Approved	The assessment item has been approved.
Not Approved	The assessment item has not been approved.
Awaiting Review	A decision of Approved or Not Approved has been entered against the assessment time and it is now ready for review by an Administrator.
Reviewed	The assessment item has been reviewed by the Administrator.

Advice to Applicant updated	The Advice to Applicant field has been updated by an Administrator.
Awaiting Originals	The batch process has determined original supporting documents for this assessment item must be viewed before credit can be posted.
Ready for Posting	Assessment item has been reviewed and original documents viewed, if applicable.
Complete	All assessment items were set to either Ready for Posting or On Hold. The batch process has posted details to the credit model.

Report can be downloaded to excel for easier search

Additional information can be located https://intranet.secure.griffith.edu.au/teaching/credit-for-prior-learning

- Approving 'online credit for prior learning application' workbook
- Quick reference guide
- Information on the PRL Learning Profile

For further assistance please contact the Academic Credit Transfer Office via email Griffith-credit@griffith.edu.au