# Applicant Details

[Insert text here]

[Insert text here]

First Name: Family/Surname:

[Insert text here]

Student ID:

JCU Course: Major/Teaching Area (if applicable):

[Insert text here]

[Insert text here]

I declare, that the statements in this portfolio and evidence are genuine and factual.

# Applicant Declaration: / /

 Applicant Signature Date

# Guide to Completion of the Informal/Non Formal Learning Profile

**The purpose of this profile is to assist JCU in assessing how your previous learning will relate to your course content, and identify learning outcomes that you have already met. It is therefore imperative that you review the following guide and complete the below table with accuracy.**

* **Subject Code and Learning Outcome**

Identify the subject code and subject name you are seeking credit for:

* Search for your chosen **Course** within the [JCU Course and Subject Handbook](https://www.jcu.edu.au/course-and-subject-handbook) database;
* Scroll down to the **Course Structure** section to identify the subject code and names within your course;
* Click on each subject code within the **Course Structure** to locate the learning outcomes and review to ensure your experience is applicable
* Copy and paste into the relevant spaces below.

If you have difficulty identifying a comparable subject, you may enter a discipline and level for consideration instead (eg. Marketing, Level 1) however please note that being specific is favourable to your application and the assessment timeframe.

* **Statement Addressing Learning Outcome**

Write short statements that include performance verbs to describe the level of knowledge, understanding, and skills you have in relation to the learning outcomes.

Incorporate:

* Examples of learning experiences that demonstrate the knowledge, understanding, and capabilities you hold;
* How currency of these skills and knowledge has been maintained;
* Reflections on what you learnt, what worked well, what you might do differently in future, and your future learning priorities.
* **Supporting Documentation Reference**

Evidence to support your statement must be submitted with your application. Examples of supporting documentation may include, but are not limited to:

* Certificates and evidence of previous studies
* Evidence of professional development activities
* CV and official job descriptions
* References and Letters of Support from employers

Further information regarding supporting documentation requirements is located on the [Apply for Credit for Previous Study](https://www.jcu.edu.au/students/enrolment/study-credit) webpage

| **SUBJECT CODE**  | **LEARNING OUTCOME** | **STATEMENT ADDRESSING LEARNING OUTCOME** | **SUPPORTING DOCUMENTATION REFERENCE** |
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