

## ACADEMIC CREDIT PROCEDURE

### PURPOSE

This procedure details the steps the Whitehouse Institute will take to manage a student's Application for Academic Credit.

The Whitehouse Institute accepts Applications for Academic Credit on the basis of previous study successfully undertaken, and on the basis of recognition of prior learning (previous informal studies that involved learning that is less structured in nature; employer-based training and development, and/or, relevant life experience).

The Academic Committee has determined that the credit that may be normally granted for the following awards are:

TAFE Adv Diploma	One and a half (1.5) years credit
Whitehouse Adv Diploma	One and a half (1.5) years credit
Whitehouse graduate Diploma	Two (2) years credit

and that the study program will be determined by the relevant Program Coordinator.

### PROCEDURE

#### Stage 1: Information dissemination

- 1.1 All students and potential students complete notification of the Application for Academic Credit process prior to enrolment and are invited to discuss eligibility and the process for applying with their enrolment officer.

#### Stage 2: Applying for Academic Credit

- 2.1 Applicants are required to discuss their application with the relevant Program Coordinator prior to application to determine their eligibility
- 2.2 Applications for Academic Credit must be made on the *Whitehouse Institute of Design Application for RPL (Recognition of Prior Learning)* form, available from Student Administration or Whitehouse Institute website
- 2.3 Application for Academic Credit must be made to the relevant Program Coordinator no later than fourteen (14) working days prior to the commencement of semester
- 2.4 Applications must be accompanied by a non-refundable administration fee of \$100 (fee waived for existing students)
- 2.5 Applicants are responsible for providing all required information and evidence to support their application; incomplete applications will be returned to the applicant.

#### Stage 3: Notification of outcome

- 3.1 The Program Coordinator, in consultation with the Academic Co-ordinator, will consider the application
- 3.2 The student will be notified in writing of the outcome of their application; this decision is final
- 3.3 Where academic credit has been granted, the letter will detail the amount of credit granted, and against which subjects the credit is for.

#### Stage 4: Student records

- 4.1 All relevant documentation will be filed in Students Academic File
- 4.2 Academic records will be adjusted to reflect credit granted

4.3 For those subjects where credit has been granted, then the grade will be recorded as an RPL.

### Stage 5: Assessment appeal

5.1 Students who are dissatisfied with the decision may appeal

5.2 *Assessment Appeal* forms are available from Student Administration. Please refer to Assessment Appeals for details of this process.

### APPENDIX 1 (attached 24 January 2008)

Section 1: WID-A Graduate Diploma, Advanced Diploma and Certificate IV graduates.

Section 2: TAFE Advanced Diploma of Fashion and Interior Design graduates.

Section 3: WID-A BTEch Ed

#### **Section 1-WIDA graduates**

- WIDA Bachelor of Design supports Graduate Diploma graduates with advanced standing for 2 years of academic credit, entry to the course in semester 5 on the condition that the WIDA Bridging Course is successfully completed.
- WIDA Bachelor of Design supports Advanced Diploma graduates with advanced standing for 1.5 years of academic credit, entry to the course in semester 4 on the condition that the WIDA Bridging Course is successfully completed.
- WIDA Bachelor of Design supports Certificate IV graduates with advanced standing for 1 year academic credit, entry to the course in semester 3 on the condition that the WIDA Bridging Course is successfully completed.

#### **Section 2-TAFE graduates**

- WIDA Bachelor of Design supports Advanced Diploma graduates with advanced standing for 1.5 years of academic credit, entry to the course in semester 4 on the condition that the WIDA Bridging Course is successfully completed.

Mapping of TAFE courses commenced in October 2007 in preparation for student applications 2007/8. RPL/mutual recognition (AQF) mapping of TAFE qualifications in Fashion Design and Interior Design can be found in the 'Response to the Panel Report', Section 3.c, p. 22.

#### **Section 3- BTEch Ed graduates**

- WID-A Bachelor of Design supports Bachelor of Technology Education graduates with advanced standing for academic credit according to RPL as advised by the Program Coordinator and Academic Coordinator.

Other educational pathways for BTEch Ed graduates may include Graduate Certificates (Textiles and Design) and Masters of Education and Design.

This policy was approved by the Academic Committee on 27 February 2007 and updated 24 January 2008 is set out in the Student Handbook, Staff Handbook and Policy and Procedures manual and published on the Whitehouse Institute website [www.whitehouse-design.edu.au](http://www.whitehouse-design.edu.au)