

Application for Academic Credit Recognition of Prior Learning (RPL)

Prior to submitting this application, please read the Academic Credit Recognition of Prior Learning Policy. Applicants must:

- complete all relevant sections of this application CLEARLY;
- submit their completed application together with all supporting documentation to Student Administration prior to course/study period commencement, to enable sufficient time to review;
- retain a copy of their application for their own academic records, as no documentation will be returned. This includes academic credit/RPL submission with evidence and notice of application outcome

Applicant Details

Given Name(s)		Family Name:	
Address:			
Suburb:	State:	Postcode:	
Email:	Mobile:		
Student No:	Campus:	<input type="checkbox"/> Sydney	<input type="checkbox"/> Melbourne
<input type="checkbox"/> Bachelor of Design	<input type="checkbox"/> Master of Design	Specialisation	<input type="checkbox"/> Fashion <input type="checkbox"/> Interiors <input type="checkbox"/> Styling

Details of Skill Recognition: (Professional and Work Experience)

Indicate in the space provided any work experience, and/or professional employment that provides evidence of skills attained and attach proof/support documentation such as references, awards etc.

Employer: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Contact Name: _____ Title: _____

Contact Details: _____

Summary of Duties: _____

Details of Academic Credit/Recognition of Prior Learning (RPL)

Indicate in the space provided, the relevant learning undertaken at an institution or provider

Institution name: _____

Award/Course Title: _____

Final Year of Study: _____ Completed Not Completed

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Whitehouse Subject/Titles:

Please complete all relevant sections below. Refer to the Student manual, Student Administration, Course Director and/or Whitehouse Institute website for subject numbers and descriptors. Please complete a separate form if applying for more than 1 study period of Academic Credit / Recognition of Prior Learning. If additional space is required, please ensure to attach with this form

Application for Academic Credit - Subject 1

Whitehouse Subject no:	Whitehouse Subject Title:
Institute above subject code:	Institute above subject title:
Grade/Outcome:	Date completed:

Basis of Application (please tick 1)

- | | |
|--|--|
| <input type="checkbox"/> Equivalent subject studied and passed.
This included Higher Education and VET subjects | <input type="checkbox"/> Equivalent work experience has been successfully completed |
| <input type="checkbox"/> Equivalent professional experience has been successfully completed | <input type="checkbox"/> Existing Academic Credit (Advanced Standing) agreement is in place with current Institution |

Documentation provided/attached (please tick 1)

- | | |
|---|--|
| <input type="checkbox"/> Syllabus/Outline | <input type="checkbox"/> Transcript / Testamur |
| <input type="checkbox"/> Assessment(s) | <input type="checkbox"/> References |

Application for Academic Credit - Subject 2

Whitehouse Subject no:	Whitehouse Subject Title:
Institute above subject code:	Institute above subject title:
Grade/Outcome:	Date completed:

Basis of Application (please tick 1)

- | | |
|--|--|
| <input type="checkbox"/> Equivalent subject studied and passed.
This included Higher Education and VET subjects | <input type="checkbox"/> Equivalent work experience has been successfully completed |
| <input type="checkbox"/> Equivalent professional experience has been successfully completed | <input type="checkbox"/> Existing Academic Credit (Advanced Standing) agreement is in place with current Institution |

Documentation provided/attached (please tick 1)

- | | |
|---|--|
| <input type="checkbox"/> Syllabus/Outline | <input type="checkbox"/> Transcript / Testamur |
| <input type="checkbox"/> Assessment(s) | <input type="checkbox"/> References |

Application for Academic Credit - Subject 3

Whitehouse Subject no:	Whitehouse Subject Title:
Institute above subject code:	Institute above subject title:
Grade/Outcome:	Date completed:

Basis of Application (please tick 1)

- | | |
|--|--|
| <input type="checkbox"/> Equivalent subject studied and passed.
This included Higher Education and VET subjects | <input type="checkbox"/> Equivalent work experience has been successfully completed |
| <input type="checkbox"/> Equivalent professional experience has been successfully completed | <input type="checkbox"/> Existing Academic Credit (Advanced Standing) agreement is in place with current Institution |

Documentation provided/attached (please tick 1)

- | | |
|---|--|
| <input type="checkbox"/> Syllabus/Outline | <input type="checkbox"/> Transcript / Testamur |
| <input type="checkbox"/> Assessment(s) | <input type="checkbox"/> References |

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Declaration:

I hereby declare that I have read the Academic Credit / Recognition of Prior Learning information and that the information provided by me is true and correct, without amendments, and complete to the best of my knowledge. I acknowledge if an application for Academic Credit is successful, a result of Advanced Standing will be recorded against the relevant subjects(s). Provided academic credit is approved before the census date, the subject(s) will be removed from the student load and therefore not incur a FEE-HELP debt. If paid upfront, the pre-paid fee will be refunded. If an application for Academic Credit is submitted and/or approved after the census date, the debt will still apply regardless of outcome. In some cases, previous experience may only provide partial recognition for a subject. Under these circumstances, partial approval will be recorded, but there is no reduction in the fees for that subject of study.

Student Signature:

Date:

Whitehouse Use Only

Application for Academic Credit - Subject 1

Approved

Not Approved

Notes:

Reviewed by:

Date:

Approved by:

Date:

Application for Academic Credit - Subject 2

Approved

Not Approved

Notes:

Reviewed by:

Date:

Approved by:

Date:

Application for Academic Credit - Subject 3

Approved

Not Approved

Notes:

Reviewed by:

Date:

Approved by:

Date:

Office Use Only

Date received:

Student file updated:

Date student notified:

Students will be required to comply with the Whitehouse Code of Conduct and all relevant policies and procedures. This procedure is governed by the:

- Academic Credit Recognition of Prior Learning Policy
- Admissions Policy
- Whitehouse Code of Conduct