

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 are advised to:

- Complete all relevant sections of this application CLEARLY and sign declaration
- 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

Student No:

Given Name:

Family Name:

Email:

Phone:

Course: Bachelor of Design Master of Design

Campus: Melbourne Sydney

Application for Academic Credit (prior learning)

Indicate following the relevant learning undertaken at a previous institution(s) or provider(s).

Institution:

Last Date of Study:

Course Name:

Status: Complete Incomplete

Institution:

Last Date of Study:

Course Name:

Status: Complete Incomplete

Application for Skills Recognition (professional and work experience)

Indicate following professional employment or work experience that supports skills attained:

Employer:

Contact No:

Contact Name:

Your Position:

Duration:

Brief Overview of Your Position/Work Experience:

Supporting Documentation

Please select type and attach your supporting documentation. **Please note:** Application will not be reviewed without supporting documentation. After submission, you may be asked to supply subject descriptors of subjects undertaken in your course of studies and or submit samples of previously assessed work to assist in your application assessment.

Academic Transcript

Testamur/Qualification

Statement of Attainment

Subject Description/Learning Outcomes

Sample Folio / Completed Assessment

Garments / Patterns (fashion design only)

Letter of Reference

Position Description

Other: (please specify)

Subject(s) you are Applying for Academic Credit

Refer to Student Administration, the Program Coordinator and/or Whitehouse Institute website for subject numbers and descriptors.

| | | |
|--------------|--------------|--|
| Subject Code | Subject Name | <input type="checkbox"/> Prior Studies |
| | | <input type="checkbox"/> Professional Experience |
| Subject Code | Subject Name | <input type="checkbox"/> Prior Studies |
| | | <input type="checkbox"/> Professional Experience |
| Subject Code | Subject Name | <input type="checkbox"/> Prior Studies |
| | | <input type="checkbox"/> Professional Experience |
| Subject Code | Subject Name | <input type="checkbox"/> Prior Studies |
| | | <input type="checkbox"/> Professional Experience |

Declaration

I hereby declare that I have read the Academic Credit Recognition of Prior Learning Policy and that the information provided by me is true and correct, without amendments, and complete to the best of my knowledge. I give Whitehouse permission to contact the issuing institution/workplace to verify my documents.

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 on or before the census date, the subject(s) will be removed from the student load and therefore not incur a FEE-HELP debt. If paid up front, 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. I understand 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.

Applicant Signature: _____

Date: _____

Whitehouse use only

Date Received _____ Date Reviewed _____

Application for Academic Credit - Subject 1

Approved

Not Approved

Notes:

Reviewed by: _____

Approved by: _____

Application for Academic Credit - Subject 2

Approved

Not Approved

Notes:

Reviewed by: _____

Approved by: _____

Application for Academic Credit - Subject 3

Approved

Not Approved

Notes:

Reviewed by: _____

Approved by: _____

Application for Academic Credit - Subject 4

Approved

Not Approved

Notes:

Reviewed by: _____

Approved by: _____

Students are to 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