

## 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

<b>Student No:</b>	<b>Given Name:</b>	<b>Family Name:</b>
Email:		Phone:
Course: <input type="checkbox"/> Master of Design	<input type="checkbox"/> Bachelor of Design	Campus: <input type="checkbox"/> Sydney
<input type="checkbox"/> UCert	<input type="checkbox"/> CUA30715 Certificate III in Design fundamentals	<input type="checkbox"/> Melbourne <input type="checkbox"/> Brisbane

### 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: <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete
Institution:	Last Date of Study:
Course Name:	Status: <input type="checkbox"/> Complete <input type="checkbox"/> 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/units undertaken in your course of studies and or submit samples of previously assessed work to assist in your application assessment.

<input type="checkbox"/> Academic Transcript	<input type="checkbox"/> Testamur/Unit Qualification
<input type="checkbox"/> Statement of Attainment	<input type="checkbox"/> Subject/ Unit Description/Learning Outcomes
<input type="checkbox"/> Sample Folio / Completed Assessment	<input type="checkbox"/> Garments / Patterns (fashion design only)
<input type="checkbox"/> Letter of Reference	<input type="checkbox"/> Position Description
<input type="checkbox"/> 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 Unit Code	Subject/Unit Name	<input type="checkbox"/>	Prior Studies
		<input type="checkbox"/>	Professional Experience
Subject/Unit Code	Subject/Unit Name	<input type="checkbox"/>	Prior Studies
		<input type="checkbox"/>	Professional Experience
Subject/Unit Code	Subject/Unit Name	<input type="checkbox"/>	Prior Studies
		<input type="checkbox"/>	Professional Experience
Subject/Unit Code	Subject/Unit Name	<input type="checkbox"/>	Prior Studies
		<input type="checkbox"/>	Professional Experience
Subject/Unit Code	Subject/Unit Name	<input type="checkbox"/>	Prior Studies
		<input type="checkbox"/>	Professional Experience
Subject/Unit Code	Subject/Unit Name	<input type="checkbox"/>	Prior Studies
		<input type="checkbox"/>	Professional Experience
Subject/Unit Code	Subject/Unit Name	<input type="checkbox"/>	Prior Studies
		<input type="checkbox"/>	Professional Experience

### Declaration

I hereby declare I have read the relevant policy A003 Academic Credit RPL - Higher Education OR A003 Recognition of Prior Learning – Vocational Education and Training), 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 institutions / workplace to verify my documents.

Note: "Strike out" the statement below that does NOT apply.

#### As a Vocational Education and Training (VET) applicant:

I acknowledge if an application for Academic Credit is successful, a result of Advanced Standing will be recorded against the relevant unit(s), and if the application is submitted and/ or approved on or before the unit commencement date, no tuition fee will be incurred. If paid up-front, the pre-paid fee will be re-funded. If the application and / or approval is made after the unit commencement date, the tuition fee will apply, regardless of the outcome.

#### As a Higher Education applicant:

I acknowledge if an application for Academic Credit is successful, a result of Advanced Standing will be recorded against the relevant subject(s), and if the application is submitted and/ or approved on or before the subject(s) census date, no tuition fee (HELP Loan) will be incurred. If paid up-front, the pre-paid fee will be re-funded. If the application and / or approval is made after the subject(s) census date, the tuition fee will apply, regardless of the outcome.

**Applicant Signature:**

**Date:**

<b>WHITEHOUSE USE ONLY</b>	<b>Date Received</b> _____	<b>Date Reviewed</b> _____
<b>Application for Academic Credit – Subject/Unit 1</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Notes:		
Reviewed by: _____	Approved by: _____	
<b>Application for Academic Credit – Subject/Unit 2</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Notes:		
Reviewed by: _____	Approved by: _____	
<b>Application for Academic Credit – Subject/Unit 3</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Notes:		
Reviewed by: _____	Approved by: _____	
<b>Application for Academic Credit – Subject/Unit 4</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Notes:		
Reviewed by: _____	Approved by: _____	
<b>Application for Academic Credit – Subject/Unit 5</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Notes:		
Reviewed by: _____	Approved by: _____	
<b>Application for Academic Credit – Subject/Unit 6</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Notes:		
Reviewed by: _____	Approved by: _____	
<b>Application for Academic Credit - Subject 7</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> 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