

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: ☐ Master of Design	☐ Bachelor of Design	Campus: ☐ Sydney
☐ UCert	☐ CUA30720 Certificate III in Design fundamentals	☐ Melbourne ☐ 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: ☐ 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/units undertaken in your course of studies and or submit samples of previously assessed work to assist in your application assessment.

☐ Academic Transcript	☐ Testamur/Unit Qualification
☐ Statement of Attainment	☐ Subject/ Unit 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 Unit Code	Subject/Unit Name	☐	Prior Studies
		☐	Professional Experience
Subject/Unit Code	Subject/Unit Name	☐	Prior Studies
		☐	Professional Experience
Subject/Unit Code	Subject/Unit Name	☐	Prior Studies
		☐	Professional Experience
Subject/Unit Code	Subject/Unit Name	☐	Prior Studies
		☐	Professional Experience
Subject/Unit Code	Subject/Unit Name	☐	Prior Studies
		☐	Professional Experience
Subject/Unit Code	Subject/Unit Name	☐	Prior Studies
		☐	Professional Experience
Subject/Unit Code	Subject/Unit Name	☐	Prior Studies
		☐	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:

WHITEHOUSE USE ONLY	Date Received _____	Date Reviewed _____
Application for Academic Credit – Subject/Unit 1	☐ Approved	☐ Not Approved
Notes:		
Reviewed by: _____	Approved by: _____	
Application for Academic Credit – Subject/Unit 2	☐ Approved	☐ Not Approved
Notes:		
Reviewed by: _____	Approved by: _____	
Application for Academic Credit – Subject/Unit 3	☐ Approved	☐ Not Approved
Notes:		
Reviewed by: _____	Approved by: _____	
Application for Academic Credit – Subject/Unit 4	☐ Approved	☐ Not Approved
Notes:		
Reviewed by: _____	Approved by: _____	
Application for Academic Credit – Subject/Unit 5	☐ Approved	☐ Not Approved
Notes:		
Reviewed by: _____	Approved by: _____	
Application for Academic Credit – Subject/Unit 6	☐ Approved	☐ Not Approved
Notes:		
Reviewed by: _____	Approved by: _____	
Application for Academic Credit - Subject 7	☐ 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