APPLICATION FOR CREDIT TRANSFER AND/OR RECOGNITION OF PRIOR LEARNING (RPL)

Instructions

Use this form to apply for Recognition of Prior Learning to obtain credit for units of courses. For additional assistance - Telephone **03 9676 9000**

1. You may be required for an interview at short notice – list a contact who can relay messages promptly.
2. Indicate the unit/s for which you wish to be considered for credit. Use the unit course codes listed in the course brochure.
3. Attach CERTIFIED evidence of your completion of each Course or Unit of a course if relevant. Also attach a copy of the relevant Unit from the Handbook of the institution in the year you started the Course or completed the Unit.
4. Attach CERTIFIED evidence of your employment and the nature of the work. All information will be treated confidentially.
5. The application Fee payable to the Academy of Design Australia should be attached to your application.

Section 1: Name and Contact Information

Family Name .... Given Name ....

Address ....

City .... Post Code ....

Phone .... Mobile ....

Country (International only) ....

Emergency Contact...

Phone .... Mobile ....

Section 2: Prior Education or Training

Institution	Course Name	Year

Section 3: Relevant Work Experience

Employer	Type of Work	Year

Section 4: Course and Unit Applied For

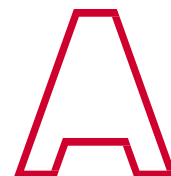| Bachelor of Design Arts - Major Study	Unit Name & Number (if known) for unit details see www.academyofdesign.edu.au/fees

Section 5: Fees – payable upon application

Application fee: $50 per application for up to 100 credit points. $100 per application for more than 100 credit points. (plus any costs incurred by the Academy in verifying of your qualification)

Your application will be considered as promptly as possible and you will be notified of the result. Submit application and supporting material to:

Head of Academic
Academy of Design Australia
P.O. Box 1219 Collingwood VIC 3066

Signature .... Date ....

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 For full details of the Academy's RPL and Credit transfer policies, please refer to our website:
http://www.academyofdesign.edu.au/future-students/Credit-Transfer-RPL.aspx

Credit Transfer Table
The following table is intended as a guide to the amount of credit that will be granted to students who have previously completed VET or Higher Education qualifications in the same, or a related, field or discipline.

Completed Award Course Level	Credit granted
Certificate III	up to 20 credit points
Certificate IV	up to 50 credit points (may require one additional contextual studies unit)
Diploma	up to 100 credit points (may require 1 – 2 additional contextual studies units)
Advanced Diploma	up to 150 credit points (may require 2 – 3 additional contextual studies units)
Associate Degree	up to 200 credit points (may require up to 2 additional contextual studies units)