

LCI Melbourne

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ABN 97 585 592 579 | CRICOS No. 02201G | HEP No. 4396



LCI
Melbourne

Course Credit Application

Applications for course credit are assessed utilizing the Recognition of Prior Learning and Credit Transfer Policy.

Credit Transfer is the recognition of previously completed formal training and/or qualifications.

Recognition of prior learning (RPL) is the recognition of skills and knowledge gained through life and work experience and through non-accredited training.

How to apply

Contact Student Services for assistance in working out which unit/s to apply for. Applicants will need to select the units they are applying for based upon the information provided.

When to apply

Course credit applications should be lodged **prior to the relevant census date** for the study period in which you wish to be granted course credit.

Supporting documentation

Please attach evidence of competency for assessment. Student Services can advise you on how to go about providing this evidence.

Course credit fees

There are no fees for course credit applications, however there may be an administration fee in extenuating circumstances.

Outcome

Once the assessment process has been completed, LCI Melbourne will notify you of the outcome in writing.



Course Credit Application

LCI Melbourne offers course credit and recognition of prior learning (RPL) in LCI Melbourne programs to recognise the skills you have gained through formal and training, work and/or life experience.

This form should be used by students seeking course credit for units at LCI Melbourne.

Personal Details

Full name

Student No.

Phone no.

E-mail address

Course

Major

Prior studies

If you have studied at multiple institutions, please include them as attachments to this form.

Institution

Completion date

Course name

Work experience

Employer name & Website

Position held

Duration of employment

Manager name

Manager contact

Other experience (Volunteer, short courses, etc.)

Detail of experience

Detail of duties



Supporting Documentation

Please select and attach the type of supporting documentation, all documents from an employer must be printed on official letterhead.

<input type="checkbox"/> Academic Transcript	<input type="checkbox"/> Position Description
<input type="checkbox"/> Statement of Attainment	<input type="checkbox"/> Letter of Reference
<input type="checkbox"/> Testamur	<input type="checkbox"/> Other (please specify and attach documentation)
<input type="checkbox"/> Subject descriptions / learning outcomes	
<input type="checkbox"/> Transcript of Result	
<input type="checkbox"/> Statement of Service	

Unit / Credits you are applying for

Unit name/Code <input type="text"/>	Unit name/Code <input type="text"/>
Unit name/Code <input type="text"/>	Unit name/Code <input type="text"/>
Unit name/Code <input type="text"/>	Unit name/Code <input type="text"/>
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Unit name/Code <input type="text"/>	Unit name/Code <input type="text"/>

Declaration

LCI Melbourne accepts scanned documents submitted online or by email in support of course credit applications, all supporting documents must be true and complete records.

You must be prepared to provide original documents or certified copies of supporting documents upon request at any time. Failure to provide documents on request, or the discovery of either fraudulent documents or a misrepresentation of true circumstances in association with an application, may lead to the rejection of a Course Credit application.

LCI Melbourne may contact the issuing institution to verify documents.

I declare that to the best of my knowledge, the information I have submitted on this form is true and correct.

Student Signature Date