

**ADMINISTRATION**

**Melbourne Campus**  
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**Sydney Campus**  
 P: (02) 9281 8899  
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**Brisbane Campus**  
 P: (07) 3846 5166  
 E: brisbane@jmc.edu.au



**APPLICATION FOR RPL (RECOGNISED PRIOR LEARNING)**

CREATIVE INDUSTRIES

**INSTRUCTIONS**

1. Please read JMC ACADMEY rules about REQUIRED DOCUMENTATION RPL/CREDIT carefully.
2. Complete all sections of this application in full
3. Please print CLEARLY
4. Return this application form, with all supporting documentation and applicable fee to Administration, JMC Academy.

**PERSONAL DETAILS** (Must be completed in full)

<b>Are you a currently enrolled student at JMC Academy?</b>		<b>Yes</b>	<b>No</b>
<b>Student Number (if applicable):</b> _____	<b>Campus Location:</b> _____		
<b>Family Name:</b> _____	<b>Given Name:</b> _____	<b>Title:</b> _____	
<b>Contact phone:</b> _____	<b>Mailing address:</b> _____		
<b>Date of birth:</b> _____	_____		
<b>Course name:</b> _____	_____		
<b>Faculty:</b> _____	_____		

**RPL / CREDIT DETAILS** (Attach a separate sheet if there is insufficient space)

Name of previous unit(s) of study & or qualification achieved on which your RPL/Credit application is to be based.	Provide dates and name of the awarding institution or employer, and/or detail your claim based on work / life experience.	List unit(s) number and title of JMC unit(s) for which are you seeking RPL/Credit.	Office Use Only	
			Granted	Denied
1.				
2.				
3.				
4.				
5.				

**AUTHORISATION**

Date Application received: _____	Fee paid:\$ _____	Receipt issued: _____
JMC Head of Department: Name: _____	Signature: _____	Date: _____
Campus Manager approval: _____	Date: _____	
Date Applicant notified: _____	Is refund required Yes / No	Letter of advice attached: _____
		CMS updated: _____

NSW CRICOS 01259J VIC CRICOS 02383E  
 EST. 1982

**JMC ACADEMY RULES ABOUT REQUIRED DOCUMENTATION FOR RPL / CREDIT  
AN APPLICATION WILL NOT BE PROCESSED UNTIL ALL REQUIRED DOCUMENTATION IS SUPPLIED**

To enable JMC Academy to assess your RPL / Credit Application you will need to provide the Academy with evidence of your formally recognised qualification; courses provided by professional bodies, work and other forms of practical and life experience in the area you are seeking RPL/Credit.

Complete the details on this form and submit, with the required documentary evidence attached, to Administration before the semester census date in your first semester of study with JMC Academy.

Please consider *very carefully* what evidence you may have to support your claim for RPL as it may include:

1. Certified copies of Qualifications, Testamur & or Academic Transcript and/or statements of attainment detailing course and module codes. (*JMC Academy recognises AQF qualifications and statements from other registered training organizations.*)
  2. References from employers, including details about the tasks you undertook whilst in their employ, and the level of your work responsibilities.
  3. Resume or CV with job descriptions from positions you have held.
  4. Copies of examples of work you have created (e.g. audio recordings, digital media projects, business plans, excel worksheets etc.).
- Processing your application can take seven (7) working days or longer if an interview; audition or challenge test is required.
  - The relevant Head of Department will assess your application against current JMC course content, knowledge and skills outcomes.
  - This process will incur a fee of \$120.00 for 1-3 units or \$285.00 for 4 or more units. This amount will be refunded upon the processing of your student registration. Fee is waived for existing JMC students.
  - You will be advised in writing of the outcome of your Application.

**DECLARATION**

I hereby declare that the information supplied on this form is correct and complete to the best of my knowledge. I understand that this application is received on the understanding that the Academy may request official records with respect to my application or may require me to provide further evidence or demonstrate by way of interview, audition or challenge test, the currency and relevance of specialist knowledge and skills.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For students currently enrolled in the course for which they are seeking RPL / Credit**

I acknowledge that it is my responsibility to withdraw in writing from the enrolled unit (before the semester census date) if my RPL/Credit application is successful; otherwise I understand that I will remain liable for the fees.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANTS MUST RETAIN COPIES FOR OWN ACADEMIC RECORDS, AS NO DOCUMENTATION WILL BE RETURNED. THIS INCLUDES**

- **RPL / CREDIT SUBMISSION WITH EVIDENCE, AND**
- **NOTICE OF APPLICATION OUTCOME.**