

# APPLICATION FOR AWARDING OF CREDIT OR RECOGNITION OF PRIOR LEARNING (RPL)

Please print clearly in block letters using a ballpoint pen and complete all sections of this form.



This form is to be used by prospective and current JMC Academy students when applying for credit either resulting from completed studies at other institutions (Awarding of credit) or Recognition of Prior Learning (RPL).

## Instructions:

- Identify the JMC subjects that you want to apply for credit
- Check the evidence that you will be providing as part of the application
- Ensure that certified copies of official records and transcripts are submitted with your application
- For previous studies complete Section A. PREVIOUS STUDY along with your evidence
- For work experience complete Section B. WORK EXPERIENCE along with your evidence
- Sign the declaration
- Submit your application to JMC Academy's Administration once complete

FAMILY NAME: ..... FIRST NAMES: .....

DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / .....

RESIDENTIAL ADDRESS: .....

SUBURB/CITY: ..... STATE: ..... POSTCODE: .....

PHONE: Home: ..... Mobile: .....

EMAIL: .....

## JMC ACADEMY COURSE YOU ARE APPLYING CREDIT FOR

- | CAMPUS:                            | DEGREE:                                  | COURSE:                        |                                |                                 |
|------------------------------------|--|--------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Sydney    | <input type="checkbox"/> Bachelor Degree | <input type="checkbox"/> AUDIO | <input type="checkbox"/> MUSIC | <input type="checkbox"/> DESIGN |
| <input type="checkbox"/> Melbourne | <input type="checkbox"/> Diploma         | <input type="checkbox"/> FTV   | <input type="checkbox"/> ENT   |                                 |
| <input type="checkbox"/> Brisbane  |  | <input type="checkbox"/> 3DAN  | <input type="checkbox"/> GAMES |                                 |

## APPLICANT'S DECLARATION

I declare that the information I have provided on this application is true and correct.

Student's Signature: ..... Date: \_\_\_\_ / \_\_\_\_ / .....

## OFFICE USE ONLY – SECTION 1

RECEIVED BY: ..... Date: \_\_\_\_ / \_\_\_\_ / .....

All Documents specified above have been sighted and attached  Yes  No

FEE: \$ ..... RECEIPT NUMBER: .....

**A. PREVIOUS STUDIES**

PREVIOUSLY STUDIED SUBJECT(S)			EQUIVALENT JMC ACADEMY SUBJECT(S)	JMC ACADEMY OFFICE USE ONLY	
Subject Code	Subject Title	Previous Institution	JMC Academy Subject Title	Granted	Authorising Signature
				Y / N	
				Y / N	
				Y / N	
				Y / N	
				Y / N	
				Y / N	
				Y / N	
				Y / N	
				Y / N	
				Y / N	
				Y / N	

**Documents Attached:** Please tick the type of supporting documentation you have attached with your application.

- Certified Copies of Testamur and/or Awards
  Subject Descriptions and/or Subject Outlines
  Certified Copies of Transcripts  
 Other (please specify) .....

Providing subject descriptions and/or outlines is preferred to ensure that JMC will be able to determine any credit that can be offered.

## B. WORK EXPERIENCE

Please provide details of prior work or other experience for which you are applying to receive credits/exemptions.  
Use one new sheet for each different employer.

JMC ACADEMY SUBJECT(S) FOR EXEMPTION	JMC ACADEMY OFFICE USE ONLY	
JMC Academy Subject Code and Title	Granted	Authorising Signature
	Y / N	
	Y / N	
	Y / N	
	Y / N	
	Y / N	
	Y / N	
	Y / N	
	Y / N	
	Y / N	
	Y / N	

EMPLOYER: ..... POSITION HELD: .....

EMPLOYMENT PERIOD: FROM: \_\_\_\_ / \_\_\_\_ / ..... TO: \_\_\_\_ / \_\_\_\_ / .....

NAME OF MANAGER/SUPERVISOR: .....

CONTACT NUMBER: .....

**Documents Attached:** Please tick the type of supporting documentation you have attached with your application.

- |   |  |
|---|--|
| <input type="checkbox"/> Letter of Reference from Employer    | <input type="checkbox"/> Position Description or Statement of Duties from Employer |
| <input type="checkbox"/> Curriculum Vitae/Resume              | <input type="checkbox"/> Personal Statement describing work/life experience        |
| <input type="checkbox"/> Professional Development Certificate | <input type="checkbox"/> Other (please specify) .....                              |

These documents must have sufficient detail to ensure that JMC will be able to relate the skills and knowledge that you gained to the subjects for which you are requesting credit.

### OFFICE USE ONLY- SECTION 2

ASSESSOR: ..... ASSESSOR'S SIGNATURE: .....

Date: \_\_\_\_ / \_\_\_\_ / .....

#### ADMINISTRATION:

PEPI file updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial: .....	Date ____ / ____ / .....
Fees Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	Initial: .....	Date ____ / ____ / .....
International eCoE updated	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	Initial: .....	Date ____ / ____ / .....