

APPLICATION FORM

RECOGNITION OF PRIOR LEARNING (VET)



This form is only for applicants who wish to apply for RPL for the units of competency in JMC Academy's **CUA31015 Certificate III in Screen and Media** qualification. Please print clearly in block letters using a black or blue pen and complete all relevant sections on this form.

RTO 90446 | REGISTERED PROVIDER CRICOS 01259J

INSTRUCTIONS //

Students are required to:

- submit application NO LESS than TEN working days before the census date for the trimester to which the RPL, if granted, would be applicable.
- identify the JMC units of competency that they want to apply for RPL.
- check the evidence that it will be provided as part of the application.
- ensure that certified copies of official records and transcripts are submitted with the application.
- make themselves familiar with the *JMC RTO Recognition of Prior Learning Policy* and the *JMC RTO Assessment Management Procedure* before submitting the application.
- provide additional evidence if requested.
- complete PREVIOUS STUDY section of the table below along with the evidence – for previous study.
- complete WORK EXPERIENCE section of the table below along with the evidence – for work experience.
- sign and date the declaration.
- submit the application to JMC Academy's Administration once completed.

IMPORTANT INFORMATION //

- JMC Academy reserves the right to contact any authority/institution/person who is not legally bound to confidentiality to verify provided information.
- **APPLICATIONS RECEIVED LESS THAN TEN DAYS BEFORE CENSUS DATE FOR THE TRIMESTER TO WHICH THE RPL WOULD BE GRANTED, IF GRANTED, CANNOT BE ACCEPTED.**

I. PROSPECTIVE JMC ACADEMY STUDENT DETAILS //

If you are currently enrolled as a student at JMC Academy, please skip this section and proceed to Section 3.

Surname: _____ First Name: _____

Residential Address: _____

Suburb/City: _____ State: _____ Postcode: _____

Email Address: _____ Phone: _____

2. CAMPUS INFORMATION //

Please indicate the JMC Academy campus at which you are/will be studying:

- Sydney Melbourne Brisbane

3. CITIZENSHIP //

Are you a Domestic or International Student? Domestic International

4. DOCUMENTATION CHECKLIST //

Please indicate which of the following documents you have attached to this application as evidence of prior learning and experience:

- | | |
|--|---|
| <input type="checkbox"/> Awards - certified copies | <input type="checkbox"/> Professional certifications |
| <input type="checkbox"/> Letter/s from employer/s | <input type="checkbox"/> Resume |
| <input type="checkbox"/> Letter/s from internship or volunteer coordinator/s | <input type="checkbox"/> Short course/Masterclasses certificates of participation |
| <input type="checkbox"/> Personal statement addressing relevance of work related experience and learning | <input type="checkbox"/> Certified copies of transcripts and qualifications |
| <input type="checkbox"/> Position descriptions | <input type="checkbox"/> Unit of competency/unit overviews/outlines |
| <input type="checkbox"/> Other (please specify): _____ | |

5. APPLICANT'S DECLARATION //

- I declare that the information I have provided on this application is true and correct.
- I have read and understood *JMC RTO Recognition of Prior Learning Policy* and Procedure

AND

- I have read and understood *JMC RTO Assessment Management Procedure*

Applicant's Signature: _____

Date: _____

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WORK EXPERIENCE // Please provide details about any RELEVANT work experience				PREVIOUS STUDIES // Please provide details about any RELEVANT studies		
List each unit of competency from CUA31015 Certificate III in Screen and Media qualification for which you are applying for RPL	Business name and Position title	Main duties	Supervisor name and contact number	Qualification name, and awarding institution	Date started - date completed	Code and name of equivalent subject studies
BSBCRT301 Develop and extend critical and creative thinking skills	Belfast Band and Performance Troupe	Assistant Lighting	Manager, Mick Boyle 21 3 456 789 011	CUV30111 - Certificate III in Visual Arts	March 1 2011 - Dec 31, 2012	BSBCRT101 Apply critical thinking techniques
BSBCRT101 Apply critical thinking techniques						
Attachment Checklist:	Resume: <input type="checkbox"/> Yes <input type="checkbox"/> No	Certified copies of all transcripts from qualifications listed above: <input type="checkbox"/> Yes <input type="checkbox"/> No			Subject outlines/descriptions of subjects listed above: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Position description/s: <input type="checkbox"/> Yes <input type="checkbox"/> No	Personal statement describing experiences: <input type="checkbox"/> Yes <input type="checkbox"/> No			Section 5 lists all documents JMC Academy accepts as evidence of prior learning and experience.	

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WORK EXPERIENCE // Please provide details about any RELEVANT work experience		PREVIOUS STUDIES // Please provide details about any RELEVANT studies			
Business name and Position title	Main duties	Supervisor name and contact number	Qualification name, and awarding institution	Date started - date completed	Code and name of equivalent subject studies
Belfast Band and Performance Troupe	Assistant Lighting	Manager, Mick Boyle 21 3 456 789 011	CUV30111 - Certificate III in Visual Arts	March 1 2011 - Dec 31, 2012	BSBCRT101 Apply critical thinking techniques
BSBCRT301 Develop and extend critical and creative thinking skills					
BSBCRT101 Apply critical thinking techniques					
Attachment Checklist:	Resume: <input type="checkbox"/> Yes <input type="checkbox"/> No	Certified copies of all transcripts from qualifications listed above: <input type="checkbox"/> Yes <input type="checkbox"/> No	Subject outlines/descriptions of subjects listed above: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Position description/s: <input type="checkbox"/> Yes <input type="checkbox"/> No	Personal statement describing experiences: <input type="checkbox"/> Yes <input type="checkbox"/> No	Section 5 lists all documents JMC Academy accepts as evidence of prior learning and experience.		

APPLICATION FORM RECOGNITION OF PRIOR LEARNING



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OFFICE USE ONLY //

Date application received:

Received by:

Assessor's Name:

Date of Assessment:

OUTCOME //

Application Approved

Application Partially Approved

Application Rejected

Units of Competency for which RPL has been applied	Outcome of the assessment; comments:

JMC ACADEMY AUTHORISATION //

I confirm that the student has provided sufficient, relevant, current and authentic evidence to have their prior learning and work experience to be deemed equivalent to the units of competency listed above as "APPROVED".

Assessor's Signature:

Date:

Student has been advised of the outcome of their application

Yes No

Date:

Student's record has been updated

Yes No

Date:

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