

APPLICATION FORM

RECOGNITION OF PRIOR LEARNING



Please print clearly in block letters using a black or blue pen and complete all relevant sections on this form.
REGISTERED PROVIDER CRICOS 01259J

INSTRUCTIONS //

- Applications must be received NO LESS than TEN working days before the census date for the trimester to which the RPL, if granted, would be applicable.
- Student is required to identify the JMC subjects that they want to apply for RPL – you may already be taking these subjects.
- Student is required to check the evidence that it will be provided as part of the application.
- Student is required to ensure that certified copies of official records and transcripts are submitted with the application.
- Student is required to make themselves familiar with Assessment Management Procedure before submitting the application.
- For previous studies, Section A. PREVIOUS STUDY must be completed along with the evidence.
- For work experience, Section B. WORK EXPERIENCE must be completed along with the evidence.
- Sign the declaration.
- Student is required to submit the application to JMC Academy's Administration once completed
- Student is required to complete all sections below using either a blue or black pen.

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. CURRENT JMC ACADEMY STUDENT DETAILS //

Please complete this section if you are currently enrolled as a student at JMC Academy. If you are not a current student, please proceed to Section 2.

Surname: First Name:

JMC Academy Student Number:

2. 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:

3. CAMPUS //

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

4. COURSE INFORMATION //

Please indicate the JMC Academy course to which you wish to apply your RPL:

- | | |
|---|---|
| <input type="checkbox"/> Animation | <input type="checkbox"/> Film and Television Production |
| <input type="checkbox"/> Audio Engineering and Sound Production | <input type="checkbox"/> Game Design |
| <input type="checkbox"/> Digital Design | <input type="checkbox"/> Contemporary Music Performance |
| <input type="checkbox"/> Entertainment Management | <input type="checkbox"/> Songwriting |

5. 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/subject overviews/outlines |
| <input type="checkbox"/> Other (please specify): | |

6. APPLICANT'S DECLARATION //

- I declare that the information I have provided on this application is true and correct.
- I have read and understood Awarding of Credit Points for Prior Learning Policy and Assessment Management Procedure.

Applicant's Signature:

Date:

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List each unit from the JMC Academy qualification for which you are applying for RPL	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
ENT 316	Belfast Band and Performance Troupe	Performer; Fund raiser (raised over 50,000 Euros for 2017 world tour)	Manager, Mick Boyle 21 3 456 789 011			
ENT 201				Adv. Dip Entertainment Studies, Belfast College	March 1 2011 - Dec 31, 2012	ENT101 History of W. Entertainment
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:

Head of Department Name:

Date of Assessment:

Units 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 listed above as "APPROVED", and that they can receive an RPL grade for those units.

Head of Department 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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