# CREDIT AND RPL APPLICATION FORM

## PERSONAL DETAILS

Date

Given Name                          Family Name

Phone Number                        Email

Program                             Program Major

## PREVIOUS STUDIES DETAILS

| INSTITUTION | NAME OF QUALIFICATION | AQF LEVEL | COMPLETED Y/N |
|---|---|---|---|
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☐ Applying for credit/ RPL based on industry experience.

## STUDENT DECLARATION

☐ I have attached all relevant supporting documentation (refer to Credit and RPL checklist for more further details) and attached the checklist to my application.

☐ All official documents have been verified by and LCI Melbourne team member

*Please note your application will not be deemed complete or assessed until this documentation is provided.*

☐ I declare that the information provided by me is true and correct. I have read and understood the information contained on this form and the policy as publish on the LCI Melbourne website.

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| LODGEMENT RECEIPT | |
|---|---|
| Received by LCI Melbourne for Assessment | |
| Signature: | Date: |
| | Name: |
| | Processed: Y / N  Entered in CLARA: Y / N |
| Originals cited:  Y / N | Date: |

# CREDIT AND RPL CHECLIST

A student submits a "Credit and RPL Application" for CREDIT and is required to submit the following details:

- ☐ Details of which units they request credit for
- ☐ Name of qualification undertaken (or partially completed)
- ☐ Name of Institute

Details of units at external institute to be provided:

- ☐ Copy of unit/ subject outline, specifically detailing subject/ unit learning outcomes
- ☐ Details of unit contact and non- contact hour requirements
- ☐ Credit points allocated to units
- ☐ Total qualification credit point load
- ☐ AQF level of unit (or information of what stage of a qualification it is offered)
- ☐ If available assessment tasks
- ☐ Copy of official transcript
- ☐ Copy of program progression map

A student submits a "Credit and RPL Application" and is wanting RPL based on industry experience. They are required to submit the following details:

- ☐ An up-to-date CV/ Resume
- ☐ Reference from employer documenting responsibilities, hours dedicated to roles and outcomes
- ☐ Reference from client or representative of other relevant organisations detailing your work involvement
- ☐ Client briefs or contracts (if own business)
- ☐ Photos and video evidencing work undertaken
- ☐ Position/ job descriptions outlining roles and responsibilities
- ☐ Performance reviews documentation indicating work level undertaken and achievement
- ☐ Evidence of professional development undertaken aligned to role

*All evidence must align with hours of unit, AQF level and the equivalent fulfilment of unit learning outcomes.

## INTERNAL APPROVAL PROCESS

- ☐ Has the credit against the LCI units been assessed, and correct?
- ☐ Has this credit been checked to confirm that the student has not received credit or graded assessment in the same program for the same unit previously?

(International Student Only)

- ☐ Does international student have a new completion date?
- ☐ If yes, has the CoE been amended and reported to DHA?

| STUDENT EXPERIENCE PROCESSING Approved by LCI Melbourne | |
|---|---|
| Signature: | Date: |
| | Name: |
| | Processed: Y / N Entered in CLARA: Y / N |

# PREVIOUS STUDIES FOR CREDIT/ RPL APPLICATION
**DETAILS OF REQUEST**

| DETAILS OF WHICH UNITS THEY REQUEST CREDIT FOR | | | PRIOR LEARNING INFORMATION | |
|---|---|---|---|---|
| | | | **Equivalent level of learning**<br>(unit learning outcomes, volume of learning, assessment tasks) | |
| **CODE** | **UNIT TITLE - TRIMESTER ONE – AQF LEVEL 5** | **CP** | | |
| WRKB | Workshop: Body | 10 | | |
| WRKI | Workshop: Image | 10 | | |
| WRKM | Workshop: Message | 10 | | |
| WRKS | Workshop: Space | 10 | | |
| AXC111 | Design History & Culture | 10 | | |
| **UNIT TITLE - TRIMESTER TWO – AQF LEVEL 5** | | | | |
| LABF101 | Design Laboratory: Foundation Fashion & Costume Design | 20 | | |
| LABG101 | Design Laboratory: Foundation Graphic & Digital Design | 20 | | |
| LABI101 | Design Laboratory: Foundation Interior Design | 20 | | |
| LABP101 | Design Laboratory: Foundation Film & Photography | 20 | | |
| LABV101 | Design Laboratory: Foundation Visual Arts | 20 | | |
| APF121 | Design Technology Fashion & Costume Design | 10 | | |
| APG121 | Design Technology Graphic & Digital Design | 10 | | |
| API121 | Design Technology Interior Design | 10 | | |
| APP121 | Design Technology Film & Photography | 10 | | |
| APV121 | Design Technology Visual Arts | 10 | | |
| ACC111 | Visual Foundations | 10 | | |
| AXC121 | Social Trends Forecasting | 10 | | |
| **UNIT TITLE - TRIMESTER THREE – AQF LEVEL 6** | | | | |

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|---|---|---|---|---|
| LABF102 | Design Laboratory: Issues Fashion & Costume Design | 20 | | |
| LABG102 | Design Laboratory: Issues Graphic & Digital Design | 20 | | |
| LABI102 | Design Laboratory: Issues Interior | 20 | | |
| LABP102 | Design Laboratory: Issues Film & Photography | 20 | | |
| LABV102 | Design Laboratory: Issues Visual Arts | 20 | | |
| AMF111 | Design Sub Major Fashion & Costume Design | 20 | | |
| AMG111 | Design Sub Major Graphic & Digital Design | 20 | | |
| AMI111 | Design Sub Major Interior Design | 20 | | |
| AMP111 | Design Sub Major Film & Photography | 20 | | |
| AMV111 | Design Sub Major Visual Arts | 20 | | |
| AXC231 | Design Issue & Impact | 10 | | |
| **UNIT TITLE - TRIMESTER FOUR – AQF LEVEL 6** | | | | |
| LABF203 | Design Laboratory: Global Fashion & Costume Design | 30 | | |
| LABG203 | Design Laboratory: Global Graphic & Digital Design | 30 | | |
| LABI203 | Design Laboratory: Global Interior Design | 30 | | |
| LABP203 | Design Laboratory: Global Film & Photography | 30 | | |
| LABV203 | Design Laboratory: Global Visual Arts | 30 | | |
| ELE001 | Elective 1: Brand Strategy | 10 | | |
| ELE002 | Elective 2: Design & Wellbeing | 10 | | |
| AXE241 | Global Design Culture | 10 | | |
| **UNIT TITLE - TRIMESTER FIVE – AQF LEVEL 7** | | | | |
| LABF204 | Design Laboratory: Industry Fashion & Costume Design | 30 | | |
| LABG204 | Design Laboratory: Industry Graphic & Digital Design | 30 | | |
| LABI204 | Design Laboratory: Industry Interior Design | 30 | | |
| LABP204 | Design Laboratory: Industry Film & Photography | 30 | | |
| LABV204 | Design Laboratory: Industry Visual Arts | 30 | | |

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|---|---|---|---|---|
| BPC351 | Professional Practice & Systems | 10 | | |
| ACC241 | Business Principles | 10 | | |
| APE241 | Professional Placement | 10 | | |
| **UNIT TITLE - TRIMESTER SIX – AQF LEVEL 7** | | | | |
| LABF205 | Design Laboratory: Capstone Fashion & Costume Design | 30 | | |
| LABG205 | Design Laboratory: Capstone Graphic & Digital Design | 30 | | |
| LABI205 | Design Laboratory: Capstone Interior Design | 30 | | |
| LABP205 | Design Laboratory: Capstone Film & Photography | 30 | | |
| LABV205 | Design Laboratory: Capstone Visual Arts | 30 | | |
| BCC351 | Professional Communication | 10 | | |
| BPC361 | Personal & Professional Practice | 10 | | |

# IMPORTANT INFORMATION

This form applies to future students and current students (domestic and international) who request credit towards a program of study at LCI Melbourne in recognition of prior learning (RPL). It should be read in conjunction with the following policies:

- Admissions Policy
- RPL and Credit policy

International students on a student visa should be aware that receiving course credit for recognition of prior learning may affect the duration of their program of study and therefore the length of their student visa. Any changes to the duration of their program of study because of program credit will be reported to the Department of Home Affairs (DHA) via PRISMS in accordance with the ESOS Act and National Code. To check conditions of a student visa please visit the DHA website at: http://www.homeaffairs.gov.au or call 131 881.

The maximum number of units for which exemption may be granted is 50% of the total credit points for the program of study.

## THE APPLICATION PROCESS

A future student or current student wanting to apply for RPL must submit the "Credit and RPL Application Form" and attached at least one or more of the following supporting documents:

- Official academic transcript(s) of previous program or units of study
- Unit outlines and/ or course descriptions including information on unit learning outcomes, assessment tasks, unit content, reference and reading materials
- Resume, evidence of work or letter from employer(s)

*Please see checklist for further details

The above supporting documentation should be attached to the completed form as originals to a future student advisor or student experience who will copy and witness the documents as true copies, returning the originals to the student. LCI Melbourne will only consider an application complete and eligible for assessment if it has been signed and the above documentation attached.

The completed application should be submitted at the time of registration where possible. Failing this, application should be made no more than seven (7) business days prior to the commencement date, but no later than five (5) business days before the trimester's census date. Any applications received after census date will only be considered the following trimester.

## ASSESSMENT & NOTIFICATION OF OUTCOME

On receipt of your completed application LCI Melbourne will assess the request in accordance with our Credit and RPL Policy and advise you of the outcome in writing within three weeks from receipt. If the application is approved, the student will receive an email confirming any program credit(s) to be granted. Once the changes to enrolment have been processed, a new timetable will be issues (if applicable). If the granting of program credit(s) affects the program duration for an international student, the change will be reported to the Department of Home Affairs (DHA) via PRISMS.

If the application is denied, the student will be sent an email outlining the reasons for denying the application. The application, assessment decision and outcomes will be saved to the student file for record.

## LODGING THE APPLICATION FORM

You can lodge your completed application including all supporting documentation to Student Experience by one of the following means:

In person: Student Experience Concierge, 150 Oxford Street Collingwood, 3066
By email: applications@lcimelbourne.edu.au