

# Credit and RPL Application Form

## Higher Education Domestic Students

This Credit and Recognition of Prior Learning (RPL) Application form is for higher education domestic students who seek credit or RPL towards a bachelor course of study at the Australian Performing Arts Conservatory ((APAC<sub>1</sub>). Please submit your application at least two weeks before the trimester start date, and ensure that all relevant evidence documents are provided with your application, as incomplete applications will delay processing.

1. Some applicants may have studied previously under the name of The Performing Arts Conservatory (TPAC).

Please refer to the Credit and RPL Policy to assist you with your application. You may also wish to discuss this with the Admissions Manager or Course Coordinator.

### 1. Student Details

Student ID:

Family Name:

Given Names:

Telephone:

Mobile Phone:

Email:

### 2. Course Credit/RPL

Select the course for which you are seeking credit or RPL.

- BSSACT Bachelor of Screen and Stage (Acting)
- BSSSCP Bachelor of Screen and Stage (Screen Production)
- BSSSND Bachelor of Screen and Stage (Song and Dance)

### 3. Articulation Arrangements

If you have successfully graduated from TPAC with an Advanced Diploma of Screen and Stage Acting or an Advanced Diploma of Screen and Media, you may be eligible for credit as advanced standing. Please select the course that you have completed at TPAC. You do not need to complete the other sections in this form, apart from the Declaration section at the end of this form.

- TPAC Advanced Diploma of Screen and Stage Acting
- TPAC Advanced Diploma of Screen and Media

#### 4. Prior Studies

Please complete the following table and list any previous study for which you are seeking credit towards the APAC course.

| Institution | HE or VET | Course/Award Name | Completion Date |
|-------------|-----------|-------------------|-----------------|
|             |           |                   |                 |
|             |           |                   |                 |
|             |           |                   |                 |

#### 5. Prior Work Experience

Employer:

Length of Employment:

Position Held:

Manager's Name:

Manager's Phone Number:

Description of Duties:

#### 6. Other Experience

Please list details of other experience that you believe is relevant, such as short courses, volunteer experience etc.

Description of experience:

#### 7. Evidence Attachment Checklist

Please attach documentation that supports your application for credit or RPL. Please select the types of evidence that you have attached and ensure that those items with an asterisk are certified copies.

- |  |   |
|--|---|
| <input type="checkbox"/> *Academic Testamur/Certificate      | <input type="checkbox"/> Job Position Description |
| <input type="checkbox"/> *Statement of Attainment/Transcript | <input type="checkbox"/> Referee's Letter         |
| <input type="checkbox"/> Unit/Subject Descriptions           | <input type="checkbox"/> Resume/CV                |
| <input type="checkbox"/> Unit/Subject Study Guides           | <input type="checkbox"/> Portfolio                |
| <input type="checkbox"/> Other: please specify               |   |

\*Certified documents must be:

- An original document provided to an authorised representative of the APAC; OR

- An original document together with a copy of the original document that has been sighted and verified by an authorised representative of the APAC OR
- A copy of the original document certified by an authorised person (eg a Justice of the Peace or equivalent)

## 8. Credit for Specific Units

Please complete the following table and list the APAC units for which you are seeking credit, mapped to the units/subjects from your previous study. If you are seeking recognition for prior work experience or other experience, then only complete the APAC Unit Details section.

|                   |           |               | Trimester 1            |               |       |
|-------------------|-----------|---------------|------------------------|---------------|-------|
| APAC Unit Details |           |               | Completed Unit Details |               |       |
| Unit Code         | Unit Name | Credit Points | Unit Name              | Credit Points | Grade |
|                   |           |               |                        |               |       |
|                   |           |               |                        |               |       |
|                   |           |               |                        |               |       |
|                   |           |               |                        |               |       |
|                   |           |               |                        |               |       |
|                   |           |               |                        |               |       |

## 9. Definitions

**Advanced standing:** Form of credit for any previous learning (Australian Qualifications Framework definition) – see also the definitions for “credit transfer” and “recognition of prior learning”.

**Applicant:** Person who has already lodged an application to study a specific course.

**Census Date:** The official date the financial liability for courses is set and tuition fee is due for domestic students. Census dates are determined for each term and are published on the Conservatory's website.

**Course:** A single course leading to an Australian higher education award.

**Credit transfer:** A process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications (Australian Qualifications Framework definition).

**Domestic Student:** An Australian Citizen, Australian Permanent Resident or a New Zealand Citizen.

**Recognition of prior learning (RPL):** A process used to assess an individual’s relevant prior learning (including formal, informal and non-formal learning) to determine the credit that may be granted towards completion of a qualification (adapted from Australian Qualifications Framework definition).

**Unit:** A discrete unit of study, where a combination of units make up a course of study.

**VET:** Vocational Education and Training

## 10. Declaration

Please tick each box below to demonstrate that you have understood each item. I understand by signing this form that:

- All evidence documents I have attached are true and complete records
- I will have to provide original or certified copies of documents to the Admissions Manager
- Fraudulent documents or misleading information associated with this application may lead to the rejection of my Credit and/or RPL application
- APAC may contact the issuing institution where I have studied previously to verify documents
- APAC may contact employers/referees relating to my work or other experience to verify documents
- I have read and understood the Credit and RPL Policy
- I declare that to the best of my knowledge I have provided true and accurate information in this form.

Signature of Applicant .....

Print Name .....

Date .....

## 11. Submitting your Application

Please consult with the Admission Manager or Course Coordinator for assistance before finalising your application. Sign this form and include your evidence documents. **Return this form to:** the Admissions Manager via one of the following options:

- Email to: [info@tpac.edu.au](mailto:info@tpac.edu.au)
- Post your application to: PO Box 15048, City East, QLD 4002
- In person to: Admissions Manager

### Fees

There is an administration fee attached for credit transfer and RPL. Where RPL applications require assessment, an additional fee will be incurred as outlined in the Fee Schedule. Please contact the Admissions Manager for further details.

- Email to: [info@tpac.edu.au](mailto:info@tpac.edu.au)

## 12. Assessment of your Application

Your application will be assessed by the relevant APAC assessor once all evidence has been received. You may be asked to submit more information if necessary. Once your application has been assessed, you will be notified of the outcome in writing. If you have been successful there may be an adjustment to your enrolment and tuition fees.

### Appeals

Students may seek a review of any decision regarding credit and RPL by following the procedure in the Student Grievance Policy.

### 13. Office Use Only

**Preliminary check:** I have checked the application and state that:

- All evidence is attached
- Some evidence is attached – evidence requested
- No evidence is attached – evidence requested

Admissions Manager signature

Date:

**Assessment by Course Coordinator:**

I recommend that this applicant is:

- awarded full credit for the units included in this application
- awarded credit for the following units only:

List of Units recommended:

- not awarded credit
- asked to attend an Interview and/or Audition

Rationale for Recommendations to DOHE:

Made by:

Date:

**Final Decision:**

I have assessed the application and have decided to:

- award credit as per the Course Coordinator's recommendations and send letter notifying applicant of the outcome
- award credit with revisions as follows, and send letter notifying applicant of the outcome:
  
- not award credit and send letter of explanation to applicant

Reasons:

Dr Christiaan Willems, Director of Higher Education

Signature:

Date:

**Administration:**

Letter and associated documents sent to applicant Date:

Adjustments to enrolment pattern and fees made Date:

Admissions Manager signature: Date: