

Application for Credit

(Higher Education)

Please read the document 'Information on applying for Credit' before completing this form

1 – STUDENT DETAILS

ACAP student ID number

Are you an international student?

 No Yes

Course Name

(E.g. BASSIX)

Title _____ **First Name** _____ **Family Name** _____

Phone _____ **Email** _____

Address _____

2 – APPLICATION DETAILS

I am applying on the basis of:

- Articulation OR
 Credit Transfer OR
 Recognition of Prior Learning (RPL)

You can find an explanation of these terms at: [Information on applying for Credit \(link\)](#)

INSERT NAMES OF UNITS BELOW

MUST be completed by STUDENT	Office Use Only		
ACAP unit name	Approved	Signature Assessor 1	Comment
	Yes /No		
	Yes /No		
	Yes /No		
	Yes /No		

I HAVE ENCLOSED:

- Application letter
(Do not submit an application on the basis of RPL **without** this letter)
- Certified copies of certificates/transcripts
(**Not** photocopy of certified copy)
- Supporting documentation eg. unit outlines, resume, job description, employer letters on letterhead

Do not enrol in any unit you are applying for Credit in. Applications must be finalised prior to enrolment into the unit(s) under consideration.

3 – DECLARATION AND SIGNATURE

I declare that the information provided in my application for Credit is true and accurate and that I have read the Policy and Procedure information: [Link to Credit Arrangements Policy](#). I authorise the College to update my enrolment in accordance with the outcome of this application.

INTERNATIONAL STUDENTS: I understand that if I receive Credit for the above unit(s), and this shortens my course duration, this may affect my visa. The College is required to report any variation in course duration to the relevant government authorities.

Student Signature

X SIGN HERE

Date

D	D	/	M	M	/	Y	Y	Y	Y
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4 – OFFICE USE ONLY

	Date	Signature
Received by College		
Received by Assessor		
Notification Sent to Applicant		
For International Students Only		
Does the Course credit awarded affect the students course duration? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Student Reported through PRISMS		

Units which are not available for Credit Transfer

Bachelor of Applied Social Science	Graduate Diploma of Counselling	Master of Applied Social Science
Counselling Skills 2	Counselling Skills 2	Research Practices and Methodologies
Social Legal and Ethical Issues	Social Legal and Ethical Issues	Independent Project
Professional Practice	Integrative Project	Elective Units
The Reflective Practitioner	Professional Development and Reflective Practice	
Elective Units	Elective Units	

Please Note

- ❖ Applicants seeking Credit for the unit Counselling Skills 1 (B.App.Soc.Sci & Grad.Dip.Couns) or Counselling Skills (M.App.Soc.Sci) are required to submit a 30 minute videotaped (VHS or DVD) role-play demonstrating the learning outcomes of the unit.
- ❖ Applicants seeking Credit in the unit Theory & Practice of Supervision are required to provide documentation from their supervisor listing the supervisor's qualifications and confirming that they have received a minimum of 25 hours of professional supervision.

Applications may be lodged in person or posted to the relevant campus

SYDNEY
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ACAP
Locked Bag 11
Strawberry Hills
Sydney NSW 2012

MELBOURNE
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