

Recognition of Prior Learning (RPL) Policy and Procedure

RSY-ADM-PY-004-v4.3 Recognition of Prior Learning (RPL) Policy and Procedure

Document History

Version	Date of Review	Date of Implementation	Change(s)
2.0	2 Sep 2013	17 Oct 2013	<ul style="list-style-type: none"> Added Table of contents Section 2 Added Scope of Policy Section 3 Added Document owner and approving authority Section 4 Revised Definition of Terms Section 5 Amended Policy Principles for basis of recognition with reference to AQF guidelines.
2.1	22 Oct 2013	23 Oct 2013	<ul style="list-style-type: none"> Removed Section 3 Document owner and approving authority, added responsible stakeholders on Title page
2.2	13 Nov 2013	13 Nov 2013	<ul style="list-style-type: none"> Section 1 Amended third point to read "Outline" rather than "Outlines" Section 4.1(a) and (b) Amended to read "this is" rather than "these are" Section 4.2.2 should refer to para [4.2.3] for maximum credit rules, rather than [5.2.3].
3.0	9 Apr 2015	1 May 2015	<ul style="list-style-type: none"> Section 3 Updated definition of terms Section 4 (b) to (3) Updated policy principles for AQF requirements Sections 5 and 6.1 Removed reference to NOOSR guidelines for assessment of RPL on the basis of overseas studies Sections 6.1 and 6.2 Added in Assessment of formal learning and informal learning Section 6.3 Amended Components of the Course that are Recognised to Credit Transfer Section 7 Added Reference and Related Documents
4.0	20 Nov 2015	27 Nov 2015	<ul style="list-style-type: none"> Removal of clauses 6.4.2 and 6.4.3
4.1	27 Jun 2016	5 Aug 2016	<ul style="list-style-type: none"> Section 3 Updated definition of Exemption
4.2	2 Sep 2016	Term 4, 2016	<ul style="list-style-type: none"> Updated procedure to guide the assessment of RPL, credit transfers or exemption applications. Added definitions of block credit, specified and unspecified credits.
4.3	7 June 2017	Term 3, 2017	<ul style="list-style-type: none"> Updated position title Change the Policy name to include Procedure Included Appendix 1

Approved by: Academic Board on **8 September 2016**

Distribution List

To: Dean
Program Directors
Admissions staff
Student Services staff
Associate College Directors

Cc: Chair, Senior Management Committee
Chair, Council

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1 Purpose

The aim of the RPL policy is to:

- Recognise and support the legitimate interest of students in obtaining credit for prior learning;
- Ensure a consistent and equitable approach to the granting of credit for prior learning which is academically defensible and takes into account the student's ability to meet the learning outcomes of the Raffles College of Design and Commerce (RCDC) courses successfully;
- Outline the parameters for determining credit, including the maximum of level of credit that can be granted within courses; and
- Facilitate the movement of students between institutions and between courses of various types and levels.

2 Scope

This policy is applicable to all -undergraduate programs of RCDC and covers the granting of credit towards a RCDC qualification.

The Program Directors will be responsible for the application of this Policy and may delegate processing of precedented cases to administrative staff. A record of precedents will be kept within Admissions and Student Services to facilitate processing.

3 Definition of Terms

Credit or advanced standing: is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications which reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, and recognition of prior learning. ¹ Credit will be granted in the form of: specified credit; unspecified credit; block credit.

Credit transfer: is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalences in content and learning outcomes between matched qualifications. ¹ It provides a means for students to gain credit in a RCDC qualification on the basis of completed components of another AQF qualification or other formal learning.

Recognition of prior learning (RPL): is an assessment process that involves assessment of an individual's relevant prior learning (including formal, non-formal and informal learning) to determine the credit outcomes of an individual's application for credit. ¹

Articulation Agreement: enables students to progress from a completed qualification to another with admission and/or credit in a defined qualification pathway. ¹

AQF qualification is the result of completing an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF. ¹

¹ As defined in the Australian Qualification Framework (AQF)

Exemptions: An exemption granted for a course, rather than credit, if a student can demonstrate that he/she has learned and understand the content of that subject through previous study or professional experience. Subject exemptions are usually only granted for compulsory subjects and those which form a prerequisite for other subjects. Exemption does not reduce the overall duration of the course, and is granted where a student has covered similar material in a course at RCDC or another institution and is not eligible for Credit Transfer.

Substitution: is releasing a student from undertaking a subject and specifying alternative subjects) of equivalent credit point value, which must be completed in order to achieve equivalent academic credit. Students may apply for substitution if a core or compulsory subject is not available during the term when they need to take it, or if there is timetable clash between two core or compulsory subjects.

Block credit: Block credit is credit granted towards whole stages or components of a course, for example the first year of a bachelor course. Where a student has undertaken external studies block credit will be granted pursuant to a formal articulation agreement. Where a student has undertaken an RCDC course, for example an RCDC VET Diploma, block granted will be granted based on the RCDC block credit schedule as approved by the RCDC Academic Board and based on mapping of the AQF learning outcomes. Block credit arrangements will take account of equivalence in the following for a stage or component of a course: learning outcomes; volume of learning; program of study, including content; and learning and assessment approaches. The Articulation Agreement or the qualification mapping to support RCDC Block Credit Schedule must demonstrate general qualification relativities between the qualification undertaken and the qualification for which a student is granted credit. For example the general qualification relativities in granting block credit for a cognate VET Diploma into a Bachelor of Design would include the commonalities of AQF learning outcomes at Level 5. All block credit arrangements must be published on the RCDC website.

Specified credit: is credit granted for a specific subject based on a student demonstrating that they have successfully undertaken formal or informal learning that has led to the acquisition of knowledge, skills and learning outcomes equivalent to a specific subject. For example, if a student has successfully undertaken an introductory philosophy subject at another institution they may be granted credit for 'Ideas and Thoughts' if they can demonstrate acquisition of equivalent learning outcomes. Specified credit can only be granted for subjects at the same Australian Qualifications Framework (AQF) level. That is, specified credit cannot be given for an AQF Level 6 subject where the student has studied a subject at AQF Level 5, irrespective of the nature of the subject. If a subject is deemed to not meet the requirements for specified credit it may still meet the requirements for unspecified credit.

Unspecified credit: is credit granted in lieu of an elective based on a student demonstrating that they have successfully undertaken formal or informal learning led to the acquisition of knowledge, skills and learning outcomes equivalent at the AQF level for which they are applying for credit. That is, unspecified credit can only be granted for learning successfully undertaken at the AQF level for which credit is being applied. A subject successfully completed at AQF Level 5 will not be eligible for credit at AQF 6 or above.

4 Policy Principles

- a) RCDC provides the opportunity for students to apply to have prior learning considered for credit towards a RCDC course and recognises prior knowledge and skills that meet course learning outcomes.
- b) Decisions about granting RPL are to be applied consistently with the AQF principles that pathways:
 - are clear, consistent and transparent to students

- are systemic and systematic
 - enable flexible qualifications pathways
 - may be horizontal across AQF qualifications at the same level, as well as vertical between qualifications at different levels
 - can facilitate credit for entry into, as well as credit towards AQF qualifications, and
 - eliminate unnecessary barriers for student access to AQF qualifications.
- c) Decisions about granting RPL take into account students' likelihood to successfully achieve the qualification outcomes and to ensure that the integrity of qualification outcomes is maintained.
- d) In determining credit towards an RCDC course at any level, RCDC will take into account the comparability and equivalence of the learning outcomes, volume of learning, program of study including content, and learning and assessment approaches.

5 Administration of RPL Policy

- a) Applications for RPL must be submitted by completing RPL application forms for relevant programs at the time of admission (Appendix 1). Where this is not possible, or where circumstances change, a second or later application will be considered only prior to final re-enrolment in the RCDC award course for which RPL is being sought. A second or later application for RPL must be made in writing to the Program Director, must make full disclosure of the initial application and must set out the circumstances which prevented an initial application or the changed circumstances which prevented an initial application or the changed circumstances which justify a second application.
- b) Clause 5(a) does not preclude a student's right at any time to cancel exemptions or substitutions that have been granted previously. It should be noted that cancellation of exemptions or substitutions often has fee implications for students.
- c) Students wishing to cancel previously approved credit must do so prior to their final (re-) enrolment.
- d) In determining whether credit may be granted, RCDC will assure itself of the currency of the applicant's knowledge. Applications for RPL will be considered on a course-by-course basis, where currency of learning can be demonstrated to the satisfaction of the relevant academic staff.
- e) Previously acquired formal or informal learning may only be counted once as approved RPL exemptions for any course offered by RCDC.
- f) Where students do not meet RCDC standards on entry requirements, any relevant applications for RPL will be rejected automatically. Where VET courses do not provide a grade or where grade criteria have not been set, applications will be directed to the Academic Board or its nominee for individual consideration.
- g) The normal RCDC procedures should be followed for students appealing against unsuccessful applications for RPL, or disrupting any decisions made in respect of approved credit.
- h) The onus of proof is on the applicant to provide the relevant documentary evidence to substantiate the appropriate RPL forms. Students applying for Credit Transfer or Exemptions will need to provide certified copies of course descriptions and academic transcript.
- i) It should be noted that eligibility for RPL does not automatically guarantee an applicant a place in the course for which recognition of prior learning is offered. If RPL is granted, then in awarding advanced standing no account will be taken of the level of performance, but the amount of advanced standing will depend on the appropriateness of the previous subjects and the English language skills of the applicant.
- j) Upon receipt of the approved RPL application, Student Services Manager will record the subject(s) that were given recognition of prior learning in the Student Management System according to the circumstance by which students have been granted credit for prior learning.

- The Student Services staff will record a 'Credit Transfer' in the Student Management System against the RCDC subjects which the students are given equivalent prior learning. Examples of credit transfer: students who have completed equivalent subjects from other institutions and achieved comparable learning outcomes as supported by academic transcript from the previous institution. Credit transfer will be granted in the form of specified, unspecified or block credit, with the subject for which credit is granted being indicated on the transcript.
- The Student Services staff will record 'Exemption' in the Student Management system against the RCDC subjects for which the students were given exemption. This is used for waiving pre-requisites and RCDC will replace the exempted subject with another subject such as an elective.
- The Student Services Staff will record 'RPL' in the Student Management System against the RCDC subjects which the students were given recognition of prior un-credentialed learning, for examples, students who have completed work experience that is regarded as providing equivalent learning outcomes that would be achieved by completing an internship subject as evidenced, for example, by a resume, examples of work and position description.

6 Assessment of RPL

The RPL assessments are undertaken by Academic staff with knowledge in the subject and course content or skills area, and should recognise learning regardless of how, when and where it was acquired, provided learning is relevant to the learning outcomes in the course and current.

RCDC recognises both formal and informal types of prior learning for the purpose of establishing credit or advanced standing into RCDC courses.

6.1 Formal Learning

This is learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification. This includes learning from:

- Completed tertiary education subjects and courses
- Completed VET subjects and courses
- Overseas qualification from recognised higher education institution.

6.1.1 Assessment of Formal learning

- a) In assessing an applicant's prior formal learning, RCDC will undertake an objective assessment of each student's application for RPL to determine the extent to which his/her previous learning is equivalent.
- b) Applicants for RPL on the basis of formal learning, where advance standing is sought on the basis of a prior qualification, should submit a certified copy of testamur, academic transcript or statement of satisfactory completion of comparable or relevant subjects offered by a professional body, registered training organisations, or other provider recognised by the College.
- c) RCDC may assess the RPL based on a range of ways for students to demonstrate they have met the required outcomes for consideration of credit exemption, but generally include mapping of learning outcomes from prior formal learning to the relevant subjects and learning outcomes in the RCDC courses and making a judgement about the credit to be assigned between mapped components of two qualifications (refer to Section 6.3 on the types of credit outcomes).

6.2 Informal Learning

This is learning that takes place either through a structured program of learning but does not lead to an officially accredited qualification or through work and other experiences. This includes learning from:

- Work experience which can be tested by a challenge assessment, or
- Courses taken outside the tertiary education systems.

6.2.1 Assessment of informal learning

- a) Applicants for RPL on the basis of informal prior learning should submit details of the un-credentialed learning, and may be required to demonstrate their learning through the completion of some type of assessment or activity such as testing or compiling a portfolio of learning and/or experience.
- b) RCDC may assess the RPL taking into consideration students' portfolio, project materials and/or other documentations such as reports, testimonials or other products prepared by the student that relate to the learning outcomes of the relevant RCDC course component.
- c) Applicants may be required to attend an interview with the Program Director.

6.3 Credit Transfer

- 6.3.1 Credit transfer is a common process in RCDC for assessing RPL and provides a means for students to gain credit in RCDC courses on the basis of their completed components of another AQF qualification or other formal learning.
- 6.3.2 The process generally includes mapping, comparing and evaluating the learning outcomes, course content and assessment requirements of the individual components of the student's prior studies, and assessing them against RCDC's course learning outcomes, course content and assessment requirements for equivalence. Credit can be given to students in the form of specified, unspecified or block credit.
 - a) **Specified credit** - is credit granted towards particular or specific components of a qualification or program of learning and is equivalent to a subject exemption. Credit is granted where there is one-to-one, equivalent-level correspondence between the applicant's prior learning (credentialed or un-credentialed) and RCDC subject outcomes. Only credit for full subjects can be granted, up to the limit allowable for the course.
 - b) **Unspecified credit** - is credit granted towards elective components of a qualification or program of learning and is granted where the prior learning (credentialed or un-credentialed) of the applicant is judged to be relevant to the course at the appropriate level but may not directly correspond to specific subjects within the course.
 - c) **Block credit** - is credit granted towards whole stages or components of a program of learning leading to a qualification, and is granted under pre-determined arrangements for study at TAFE or other tertiary providers. Block credit normally refers to the exemption from a period of study, usually expressed in credit points, as recognition of successfully completed periods of equivalent study. Block credit can consist of either specified or unspecified credit, or a combination of both.
- 6.3.3 Given that unspecified credit in other institutions is often granted against unspecified electives within the course, the granting of unspecified electives within RCDC higher education courses will give appropriate recognition of the attainment of generic skills.
- 6.3.4 Regardless of the nature or amount of recognition granted, any specific requirements of an award must be fulfilled, including any conditions associated with the professional recognition of the award.
- 6.3.5 Credit transfer may be provided to students on an individual basis or may apply to groups of students, which is generally the case when a credit transfer agreement is in place between RCDC and another education provider.
- 6.3.6 Additional credit may be awarded as a result of further individual student negotiations taking into consideration relevant official evidence as referred to under Section 6.1.1.

6.4 Maximum Level of Credit

Credit agreements negotiated between RCDC and other institutions for students towards higher level of AQF qualifications in the same or related discipline, having taken into account the comparability and equivalence of learning outcomes, volume of learning, program of study and content, and learning and assessment approaches, should use the following as the basis of negotiations:

- 33% credit for an accredited Diploma linked to a 3-year Bachelor Degree
- 50% credit for an accredited Advanced Diploma or Associate Degree linked to a 3-year Bachelor Degree.

7 References and related documents

- Australian Qualifications Framework (AQF) Qualifications Pathway Policy
- Admissions Policy
- Admissions Procedure
- Application form Recognition for Prior Learning (RPL) for New Students
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APPENDIX 1A

APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL) FOR NEW STUDENTS

Applicant's name: _____ Date: _____

Standard Program: RVC001 BA (Vis Comm) Animation Major, 6 semesters

Subject Status	Subject Code	Subject Name	Credit Points	Applicant to insert evidence Eg. Name of similar subject & course	PD comments
Semester 1					
Core	AC007	Computing for Design	6		
Core	CC142	Ideas and Thought	6		
Major	TV038	The Moving Image	6		
Major	TV040	Production Design	6		
Semester 2					
Core	DN019	Drawing, Design Principles and Colour Theory	6		
Major	CT063	Animation	6		
Major	CT064	3D Studies	6		
Core	CC143	Visual Communication	6		
Semester 3					
Major	CT066	Character Design	6		
Major	CC145	History of Visual Communication	6		
Core	TV042	Understanding Acting	6		
Elective		Elective	6		
Semester 4					
Major	TV044	Story and Drama	6		
Major	CT091	3D Animation	6		
Core	CC144	Design Meaning and Culture	6		
Elective		Elective	6		
(Associate Degree Exit Point) Total			96		
Semester 5					
Major	CT067	Directing Animation	6		
Core	DM006	Design and Business Management	6		
Core	CC139	Major Project Part 1	6		
Elective		Elective	6		
Semester 6					
Core	CC149	Internship Preparation	3		
Core	CC150	Self Promotion (Portfolio)	3		
Core	CC141	Internship	6		
Core	CC140	Major Project Part 2	12		
Total (credit points)			144		

Elective Subjects*: RVC001 BA (Vis Comm) Animation Major

Subject Type	Subject Code	Subject Name	Credit Points	Pre-requisites
Elective	CT057	Advanced Motion Graphics	6	N/a
Elective	CT058	Game On	6	N/a
Elective	CT060	Sight for Sound	6	N/a
Elective	CT061	Digital Video and Audio	6	N/a
Elective	CT062	3D Lighting and Texturing	6	N/a
Elective	CT063	Animation	6	N/a
Elective	CT064	3D Studies	6	N/a
Elective	CT069	Compositing and Special Effects	6	N/a
Elective	CT070	Understanding Programming	6	CT065 Game Play
Elective	PH035	Photography Essentials	6	N/a
Elective	PH044	Documentary Photography	6	N/a
Elective	Ph045	Advanced Retouching	6	PH040 Retouching and Print Media
Elective	PH046	Creative Printing	6	PH039 Photographic Practice 1
Elective	PH047	Landscape Photography	6	PH039 Photographic Practice 1
Elective	PH048	Darkroom Essentials	6	PH036 Photographic Essentials 2
Elective	PH049	Photography for Designers	6	N/a
Elective	PH050	Small Flash Lighting	6	PH036 Photography Essentials 2- for PH students PH049 Photography for Designers- for all other majors
Elective	TV039	Cine	6	N/a
Elective	TV042	Understanding Acting	6	TV038 The Moving Image
Elective	TV046	Post Production	6	TV039 Cine TV044 Story and Drama

*As an alternative to these electives, the student may undertake an equivalent subject approved by the Program Director.

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Comments: _____

Application recommended by PD: _____ Date: _____

Application approved by Dean: **Total RPL (credit points):** _____
 _____ Date: _____

Application processed by Admissions: _____ Date: _____

Application updated in database by Student Services: _____ Date: _____

APPENDIX 1B**APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL) FOR NEW STUDENTS**

Applicant's name: _____ Date: _____

Standard Program: RVC001 BA (Vis Comm) Games Design Major, 6 semesters

Subject Status	Subject Code	Subject Name	Credit Points	Applicant to insert evidence Eg. Name of similar subject & course	PD comments
Semester 1					
Core	AC007	Computing for Design	6		
Core	CC142	Ideas and Thought	6		
Major	TV038	The Moving Image	6		
Major	TV040	Production Design	6		
Semester 2					
Major	CT063	Animation	6		
Major	CT064	3D Studies	6		
Core	DN019	Drawing, Design Principles and Colour Theory	6		
Core	CC143	Visual Communication	6		
Semester 3					
Major	CT065	Game Play	6		
Major	CT066	Character Design	6		
Elective		Elective	6		
Core	CC145	History of Visual Communication	6		
Semester 4					
Major	TV044	Story and Drama	6		
Elective		Elective	6		
Major	CT068	Games Development	6		
Core	CC144	Design Meaning and Culture	6		
(Associate Degree Exit Point) Total			96		
Semester 5					
Elective		Elective	6		
Core	CC139	Major Project Part 1	6		
Core	DM006	Design and Business Management	6		
Elective		Elective	6		
Semester 6					
Core	CC149	Internship Preparation	3		
Core	CC150	Self Promotion (Portfolio)	3		
Core	CC141	Internship	6		
Core	CC140	Major Project Part 2	12		
Total (credit points)			144		

Elective Subjects*: RVC001 BA (Vis Comm) Games Design Major

Subject Type	Subject Code	Subject Name	Credit Points	Pre-requisites
Elective	CT057	Advanced Motion Graphics	6	N/a
Elective	CT058	Game On	6	N/a
Elective	CT060	Sight for Sound	6	N/a
Elective	CT061	Digital Video and Audio	6	N/a
Elective	CT062	3D Lighting and Texturing	6	N/a
Elective	CT063	Animation	6	N/a
Elective	CT064	3D Studies	6	N/a
Elective	CT069	Compositing and Special Effects	6	N/a
Elective	CT070	Understanding Programming	6	CT065 Game Play
Elective	CT091	Video for Photographers	6	N/a
Elective	CT092	Concept Art	6	Production Design
Elective	PH035	Photography Essentials	6	N/a
Elective	PH044	Documentary Photography	6	N/a
Elective	PH045	Advanced Retouching	6	PH040 Retouching and Print Media
Elective	PH046	Creative Printing	6	PH039 Photographic Practice 1
Elective	PH047	Landscape Photography	6	PH039 Photographic Practice 1
Elective	PH048	Darkroom Essentials	6	PH036 Photographic Essentials 2
Elective	PH049	Photography for Designers	6	N/a
Elective	PH050	Small Flash Lighting	6	PH036 Photography Essentials 2- for PH students PH049 Photography for Designers- for all other majors
Elective	TV039	Cine	6	N/a
Elective	TV042	Understanding Acting	6	TV038 The Moving Image

*As an alternative to these electives, the student may undertake an equivalent subject approved by the Program Director.

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Comments: _____

Application recommended by PD: _____ Date: _____

Application approved by Dean: **Total RPL (credit points):** _____

_____ Date: _____

Application processed by Admissions: _____ Date: _____

Application updated in database by Student Services: _____ Date: _____

APPENDIX 1C**APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL) FOR NEW STUDENTS**

Applicant's name: _____ Date: _____

Standard Program: RVC001 BA (Vis Comm) Photography Major, 6 semesters

Subject Status	Subject Code	Subject Name	Credit Points	Applicant to insert evidence Eg. Name of similar subject & course	PD comments
Semester 1					
Major	PH035	Photography Essentials 1	6		
Major	PH036	Photography Essentials 2	6		
Core	CC142	Ideas and Thought	6		
Core	AC007	Computing for Design	6		
Semester 2					
Major	PH037	Studio Essentials	6		
Core	DN019	Drawing, Design Principles and Colour Theory	6		
Major	PH038	Exploring Photography	6		
Core	CC143	Visual Communication	6		
Semester 3					
Major	PH039	Photographic Practice 1	6		
Core	CC145	History of Visual Communication	6		
Major	PH040	Retouching and Print Media	6		
Major	CT090	Video for Photographers	6		
Semester 4					
Major	PH041	Photographic Practice 2	6		
Elective		Elective	6		
Major	PH042	Photographic Practice 3	6		
Core	CC144	Design Meaning and Culture	6		
(Associate Degree Exit Point) Total			96		
Semester 5					
Major	PH043	Industry Portfolio	3		
Core	CC139	Major Project Part 1	3		
Core	DM006	Design and Business Management	6		
Elective		Elective	6		
Semester 6					
Core	CC149	Internship Preparation	3		
Core	CC150	Self Promotion (Portfolio)	3		
Core	CC141	Internship	6		
Core	CC140	Major Project Part 2	12		
Total (credit points)			144	Total RPL (credit points)	

Elective Subjects*: RVC001 BA (Vis Comm) Photography Major

Subject Type	Subject Code	Subject Name	Credit Points	Pre-requisites
Elective	CT057	Advanced Motion Graphics	6	N/a
Elective	CT058	Game On	6	N/a
Elective	CT060	Sight for Sound	6	N/a
Elective	CT061	Digital Video and Audio	6	N/a
Elective	CT062	3D Lighting and Texturing	6	N/a
Elective	CT063	Animation	6	N/a
Elective	CT064	3D Studies	6	N/a
Elective	CT069	Compositing and Special Effects	6	N/a
Elective	CT070	Understanding Programming	6	CT065 Game Play
Elective	CT091	Video for Photographers	6	PH036 Photographic Essentials 2
Elective	CT092	Concept Art	6	Production Design
Elective	PH044	Documentary Photography	6	PH036 Photographic Essentials 2
Elective	Ph045	Advanced Retouching	6	PH040 Retouching and Print Media
Elective	PH046	Creative Printing	6	PH040 Retouching and Print Media
Elective	PH047	Landscape Photography	6	PH039 Photographic Practice 1
Elective	PH048	Darkroom Essentials	6	PH036 Photographic Essentials 2
Elective	PH050	Small Flash Lighting	6	PH036 Photography Essentials 2- for PH students PH049 Photography for Designers- for all other majors
Elective	TV039	Cine	6	N/a
Elective	TV042	Understanding Acting	6	TV038 The Moving Image
Subject Type	Subject Code	Subject Name	Credit Points	Pre-requisites

*As an alternative to these electives, the student may undertake an equivalent subject approved by the Program Director.

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Comments: _____

Application recommended by PD: _____ Date: _____

Application approved by Dean: **Total RPL (credit points):** _____
 _____ Date: _____

Application processed by Admissions: _____ Date: _____

Application updated in database by Student Services: _____ Date: _____

APPENDIX 1D**APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL) FOR NEW STUDENTS**

Applicant's name: _____ Date: _____

Standard Program: KDS001 Bachelor of Design – Fashion Design Major, 6 semesters

Subject Status	Subject Code	Subject Name	Credit Points	Term Offered	Credit Points Offered
Semester 1					
Core	AC007	Computing for Design	6		
Major	FD070	Fashion Design Studio 1	6		
Core	CC142	Ideas and Thought	6		
Core	DN019	Drawing, Design Principles & Colour Theory	6		
Semester 2					
Core	DN020	20 th Century Design and Culture	6		
Core	GD059	Applied Graphics and Imaging	6		
Major	FD071	Fashion Design Studio 2	6		
Major	FD073	Fashion Design Studio 3	6		
Semester 3					
Core	DN022	Sustainable Design	6		
Elective		Elective	6		
Major	FD076	Pattern Design Systems 1	6		
Major	FD072	Fashion Past and Present	6		
Semester 4					
Major	FD075	Fashion Design Studio 4	6		
Elective		Elective	6		
Major	FD074	Pattern Design Systems 2	6		
Core	DN023	Design and Subculture	6		
(Associate Degree Exit Point) Total			96		
Semester 5					
Major	FM005	Brand Management	6		
Major	FD077	Fashion Design Studio 5	6		
Core	DM006	Design and Business Management	6		
Core	DM001	Design, Business and Law	6		
Semester 6					
Core	DN034	Internship Preparation	3		
Core	DN035	Self Promotion (Portfolio)	3		
Core	DN025	Internship	6		
Core	DN027	Major Studio Project	12		
Total(credit points)			144		

Elective Subjects*: KDS001 Bachelor of Design – Fashion Design Major

Subject Type	Subject Code	Subject Name	Credit Points	Pre-requisites
Elective	DN033	Drawing	6	N/a
Elective	FD079	Couture Techniques	6	FD073 (Fashion Design Studio 3)
Elective	FD080	Draping	6	FD071 (Fashion Design Studio 2)
Elective	FD081	Advanced Pattern Making and Garment Construction	6	FD074 (Pattern Design Systems 2)
Elective	FD083	Man's Tailoring	6	FD073 (Fashion Design Studio 3)
Elective	DM007	Accounting for Designers	6	N/a
Elective	FM006	Fashion Merchandising	6	N/a
Elective	FM010	Styling II	6	FM007 (Styling)
Elective	GD069	Graphic Construction	6	N/a
Elective	GD070	Concept Development for Graphic Designers	6	N/a
Elective	GD071	Advanced Editorial Design	6	GD059 (Applied Graphics and Imaging), GD060 (Graphics Design and Typography) & GD064 (Visual Communications and Imaging)
Elective	GD107	Drawing for Communication	6	GD065 (Graphic Design for Branding and Packaging), GD066 (Integrated Visual Systems)
Elective	IDO68	Furniture Design	6	N/a
Elective	IDO69	Exhibition Design	6	DN017 (Computer Aided Drawing)
Subject Type	Subject Code	Subject Name	Credit Points	Pre-requisites

*As an alternative to these electives, the student may undertake an equivalent subject approved by the Program Director.

Office use only

Comments: _____

Application recommended by PD:

Name: _____ Signature: _____ Date: _____

Application approved by Dean: Total RPL (credit points): _____ Date: _____

Name: _____ Signature: _____ Date: _____

Application processed by Admissions:

Name: _____ Signature: _____ Date: _____

Application updated in database by Student Services:

Name: _____ Signature: _____ Date: _____

APPENDIX 1E**APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL) FOR NEW STUDENTS**

Applicant's name: _____ Date: _____

Standard Program: KDSoo1 Bachelor of Design – Graphic Design Major, 6 semesters

Subject Status	Subject Code	Subject Name	Credit Points	Term Offered	Credit Points Offered
Semester 1					
Major	GDo60	Graphic Design and Typography	6		
Core	ACo07	Computing for Design	6		
Core	DN019	Drawing, Design Principles and Colour Theory	6		
Core	CC142	Ideas and Thought	6		
Semester 2					
Major	GDo62	Visual Language Past and Present	6		
Major	GDo59	Applied Graphics and Imaging	6		
Major	GDo61	Graphic Design and Multimedia	6		
Core	DN020	20 th Century Design and Culture	6		
Semester 3					
Core	DN022	Sustainable Design	6		
Major	GDo64	Visual Communication and Imaging	6		
Major	GDo63	Print Media and Graphic Design	6		
Elective		Elective	6		
Semester 4					
Major	GDo66	Integrated Visual Systems	6		
Elective		Elective	6		
Core	DN023	Design and Subculture	6		
Major	GDo68	Design and Print Management	6		
(Associate Degree Exit Point) Total			96		
Semester 5					
Major	GDo65	Graphic Design for Branding and Packaging	6		
Core	DM001	Design, Business and Law	6		
Major	GDo67	Graphic Design and Social Awareness	6		
Core	DM006	Design and Business Management	6		
Semester 6					
Core	DN034	Internship Preparation	3		
Core	DN035	Self Promotion (Portfolio)	3		
Core	DN025	Internship	6		
Core	DN027	Major Studio Project	12		
Total (credit points)			144		

Elective Subjects*: KDS001 Bachelor of Design – Graphic Design Major

Subject Type	Subject Code	Subject Name	Credit Points	Pre-requisites
Elective	DN033	Drawing	6	N/a
Elective	FDo79	Couture Techniques	6	FDo73 (Fashion Design Studio 3)
Elective	FDo80	Draping	6	FDo71 (Fashion Design Studio 2)
Elective	FDo81	Advanced Pattern Making and Garment Construction	6	FDo74 (Pattern Design Systems 2)
Elective	FDo82	Man's Tailoring	6	FDo73 (Fashion Design Studio 3)
Elective	DM007	Accounting for Designers	6	N/a
Elective	FM006	Fashion Merchandising	6	N/a
Elective	FM010	Styling II	6	FM007 (Styling)
Elective	GD069	Graphic Construction	6	N/a
Elective	GD070	Concept Development for Graphic Designers	6	N/a
Elective	GD071	Advanced Editorial Design	6	GD059 (Applied Graphics and Imaging), GD060 (Graphics Design and Typography) & GD064 (Visual Communications and Imaging)
Elective	GD107	Drawing for Communication	6	GD065 (Graphic Design for Branding and Packaging), GD066 (Integrated Visual Systems)
Elective	IDO68	Furniture Design	6	N/a
Elective	IDO69	Exhibition Design	6	DN017 (Computer Aided Drawing)

*As an alternative to these electives, the student may undertake an equivalent subject approved by the Program Director.

**Office use only
Comments:** _____

Application recommended by PD:

Name: _____ Signature: _____ Date: _____

Application approved by Dean: Total RPL (credit points): _____ Date: _____

Name: _____ Signature: _____ Date: _____

Application processed by Admissions:

Name: _____ Signature: _____ Date: _____

Application updated in database by Student Services:

Name: _____ Signature: _____ Date: _____

APPENDIX 1F**APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL) FOR NEW STUDENTS**

Applicant's name: _____ Date: _____

Standard Program: KDSoo1 Bachelor of Design – Interior Design Major, 6 semesters

Subject Status	Subject Code	Subject Name	Credit Points	Term Offered	Credit Points Offered
Semester 1					
Major	ID059	Interior Design Studio	6		
Core	AC007	Computing for Design	6		
Core	CC142	Ideas and Thought	6		
Core	DN019	Drawing, Design Principles and Colour Theory	6		
Semester 2					
Major	ID060	Interior Design Materials and Technologies	Major		
Major	DN017	Computer Aided Drawing	Core		
Core	DN020	20 th Century Design and Culture	Major		
Major	ID061	Interior Design Past and Present	Major		
Semester 3					
Core	DN022	Sustainable Design	6		
Elective		Elective	6		
Major	ID062	Residential Interiors	6		
Major	ID063	CAD for Interior Design	6		
Semester 4					
Major	ID064	Commercial Interior Design	6		
Major	ID065	Building Materials and Technology	6		
Core	DN023	Design and Subculture	6		
Elective		Elective	6		
(Associate Degree Exit Point) Total			96		
Semester 5					
Core	DM001	Design, Business and Law	6		
Major	ID067	Architectural Drawing and Digital Interiors	6		
Core	DM006	Design and Business Management	6		
Major	ID066	Public Space Design	6		
Semester 6					
Core	DN034	Internship Preparation	3		
Core	DN035	Self Promotion (Portfolio)	3		
Core	DN025	Internship	6		
Core	DN027	Major Studio Project	12		
Total (credit points)			144		

Elective Subjects*: KDS001 Bachelor of Design – Interior Design Major

Subject Type	Subject Code	Subject Name	Credit Points	Pre-requisites
Elective	DN033	Drawing	6	N/a
Elective	FD079	Couture Techniques	6	FD073 (Fashion Design Studio 3)
Elective	FD080	Draping	6	FD071 (Fashion Design Studio 2)
Elective	FD081	Advanced Pattern Making and Garment Construction	6	FD074 (Pattern Design Systems 2)
Elective	FD082	Man's Tailoring	6	FD073 (Fashion Design Studio 3)
Elective	DM007	Accounting for Designers	6	N/a
Elective	FM006	Fashion Merchandising	6	N/a
Elective	FM010	Styling II	6	FM007 (Styling)
Elective	GD069	Graphic Construction	6	N/a
Elective	GD070	Concept Development for Graphic Designers	6	N/a
Elective	GD071	Advanced Editorial Design	6	GD059 (Applied Graphics and Imaging), GD060 (Graphics Design and Typography) & GD064 (Visual Communications and Imaging)
Elective	GD107	Drawing for Communication	6	GD065 (Graphic Design for Branding and Packaging), GD066 (Integrated Visual Systems)
Elective	ID068	Furniture Design	6	N/a
Elective	ID069	Exhibition Design	6	DN017 (Computer Aided Drawing)
Elective	ID070	Interior Design Lighting	6	N/a

*As an alternative to these electives, the student may undertake an equivalent subject approved by the Program Director.

Office use only

Comments: _____

Application recommended by PD:

Name: _____ Signature: _____ Date: _____

Application approved by Dean: Total RPL (credit points): _____ Date: _____

Name: _____ Signature: _____ Date: _____

Application processed by Admissions:

Name: _____ Signature: _____ Date: _____

Application updated in database by Student Services:

Name: _____ Signature: _____ Date: _____

APPENDIX 1G**APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL) FOR NEW STUDENTS**

Applicant's name: _____ Date: _____

Standard Program: KDS001 Bachelor of Design – Multimedia Design Major, 6 semesters

Subject Status	Subject Code	Subject Name	Credit Points	Term Offered	Credit Points Offered
Semester 1					
Major	GDo60	Graphic Design and Typography	6		
Core	AC007	Computing for Design	6		
Core	DN019	Drawing, Design Principles and Colour Theory	6		
Core	CC142	Ideas and Thought	6		
Semester 2					
Core	CC143	Visual Communication	6		
Major	GDo59	Applied Graphics and Imaging	6		
Major	GDo61	Graphic Design and Multimedia	6		
Core	DN020	20 th Century Design and Culture	6		
Semester 3					
Core	DN022	Sustainable Design	6		
Major	CT054	Multimedia	6		
Elective		Elective	6		
Major	CT055	Motion Graphics	6		
Semester 4					
Major	CT057	Advanced Motion Graphics	6		
Elective		Elective	6		
Major	CT056	Information and Interface Design	6		
Core	DN023	Design and Subculture	6		
(Associate Degree Exit Point) Total			96		
Semester 5					
Major	CT061	Video and Audio Production	6		
Core	DM001	Design, Business and Law	6		
Major	CT058	Game On	6		
Core	DM006	Design and Business Management	6		
Semester 6					
Core	DN034	Internship Preparation	3		
Core	DN035	Self Promotion (Portfolio)	3		
Core	DN025	Internship	6		
Core	DN027	Major Studio Project	12		
Total (credit points)			144		

Elective Subjects*: KDS001 Bachelor of Design – Multimedia Design Major

Subject Type	Subject Code	Subject Name	Credit Points	Pre-requisites
Elective	DN033	Drawing	6	N/a
Elective	FD079	Couture Techniques	6	FD073 (Fashion Design Studio 3)
Elective	FD080	Draping	6	FD071 (Fashion Design Studio 2)
Elective	FD081	Advanced Pattern Making and Garment Construction	6	FD074 (Pattern Design Systems 2)
Elective	FD082	Man's Tailoring	6	FD073 (Fashion Design Studio 3)
Elective	DM007	Accounting for Designers	6	N/a
Elective	FM006	Fashion Merchandising	6	N/a
Elective	FM010	Styling II	6	FM007 (Styling)
Elective	GD069	Graphic Construction	6	N/a
Elective	GD070	Concept Development for Graphic Designers	6	N/a
Elective	GD071	Advanced Editorial Design	6	GD059 (Applied Graphics and Imaging), GD060 (Graphics Design and Typography) & GD064 (Visual Communications and Imaging)
Elective	GD107	Drawing for Communication	6	GD065 (Graphic Design for Branding and Packaging), GD066 (Integrated Visual Systems)
Elective	IDO68	Furniture Design	6	N/a
Elective	IDO69	Exhibition Design	6	DN017 (Computer Aided Drawing)

*As an alternative to these electives, the student may undertake an equivalent subject approved by the Program Director.

Office use only

Comments: _____

Application recommended by PD:

Name: _____ Signature: _____ Date: _____

Application approved by Dean: Total RPL (credit points): _____ Date: _____

Name: _____ Signature: _____ Date: _____

Application processed by Admissions:

Name: _____ Signature: _____ Date: _____

Application updated in database by Student Services:

Name: _____ Signature: _____ Date: _____

APPENDIX 1H

APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL) FOR NEW STUDENTS

Applicant's name: _____ Date: _____

Standard Program: KDS001 Bachelor of Design – Fashion Marketing Major, 6 semesters

Subject Status	Subject Code	Subject Name	Credit Points	Term Offered	Credit Points Offered
Semester 1					
Core	CC142	Ideas and Thought	6		
Core	AC007	Computing for Design	6		
Major	FM012	Introduction to Fashion Marketing (Part 1 & 2)	6		
Core	DN019	Drawing, Design Principles and Colour Theory	6		
Semester 2					
Core	GD059	Applied Graphics and Imaging	6		
Major	FM001	Fashion Communication	6		
Core	DN022	Sustainable Design	6		
Core	DN020	20th Century Design and Culture	6		
Semester 3					
Elective		Elective	6		
Major	FM007	Styling	6		
Core	DN023	Design and Subculture	6		
Major	FM011	Fashion Journalism	6		
Semester 4					
Elective		Elective	6		
Major	FM003	E-Fashion	6		
Elective		Elective	6		
Major	FM013	Digital Strategies for Fashion Marketing	6		
(Associate Degree Exit Point) Total			96		
Semester 5					
Major	FM005	Brand Management	6		
Major	FM004	Social Psychology of Fashion	6		
Core	DM006	Design and Business Management	6		
Core	DM001	Design, Business and Law	6		
Semester 6					
Core	DN034	Internship Preparation	3		
Core	DN035	Self Promotion (Portfolio)	3		
Core	DN025	Internship	6		
Core	DN027	Major Studio Project	12		
Total (credit points)			144		

Elective Subjects*: KDS001 Bachelor of Design – Fashion Marketing Major

Subject Type	Subject Code	Subject Name	Credit Points	Pre-requisites
Elective	DN033	Drawing	6	N/a
Elective	FD079	Couture Techniques	6	FD073 (Fashion Design Studio 3)
Elective	FD080	Draping	6	FD071 (Fashion Design Studio 2)
Elective	FD081	Advanced Pattern Making and Garment Construction	6	FD074 (Pattern Design Systems 2)
Elective	FD083	Man's Tailoring	6	FD073 (Fashion Design Studio 3)
Elective	DM007	Accounting for Designers	6	N/a
Elective	FM006	Fashion Merchandising	6	N/a
Elective	FM010	Styling II	6	FM007 (Styling)
Elective	GD069	Graphic Construction	6	N/a
Elective	GD070	Concept Development for Graphic Designers	6	N/a
Elective	GD071	Advanced Editorial Design	6	GD059 (Applied Graphics and Imaging), GD060 (Graphics Design and Typography) & GD064 (Visual Communications and Imaging)
Elective	GD107	Drawing for Communication	6	GD065 (Graphic Design for Branding and Packaging), GD066 (Integrated Visual Systems)
Elective	ID068	Furniture Design	6	N/a
Elective	ID069	Exhibition Design	6	DN017 (Computer Aided Drawing)

*As an alternative to these electives, the student may undertake an equivalent subject approved by the Head of School.

Office use only

Comments: _____

Application recommended by PD:

Name: _____ Signature: _____ Date: _____

Application approved by Dean: Total RPL (credit points): _____ Date: _____

Name: _____ Signature: _____ Date: _____

Application processed by Admissions:

Name: _____ Signature: _____ Date: _____

Application updated in database by Student Services:

Name: _____ Signature: _____ Date: _____