

Application For Credit (Higher Education)

Please print in BLOCK LETTERS

Please read the information on [Applying for Credit](#) on the ACAP website before completing this form and refer to the appendix for important information on credit exclusions and requirements.

1. Student details

ACAP student ID number:
Are you an international student? <input type="checkbox"/> Yes <input type="checkbox"/> No
Course name: (e.g. Bachelor of Counselling)
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other
First name:
Family name:
Phone:
Email:
Address:

2. Application details

Insert names and unit codes below (do not submit this form without nominating the units you are applying for).

1.
2.
3.
4.
5.
6.

I have enclosed:

- Cover/Application letter outlining what you are applying for and the evidence you are using. (Do not submit an application on the basis of RPL without this letter)
- Copies of Diplomas/Certificates and Official Transcripts.
- Supporting documentation e.g. Unit Outlines, Resume, Job Description, Employer letters on letterhead.

Note: Some units require additional documentation. Please refer to p.4 of this form. 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: <http://currentstudents.acap.edu.au/managing-my-course/a-z-policies>

I confirm that I have not used the same evidence for a credit application for a different unit in my current course.

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:

Date:

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

Sydney

ACAP Administration
 Locked Bag 11
 Strawberry Hills
 Sydney NSW 2012
 E admin@acap.edu.au

Melbourne

ACAP Administration
 PO Box 12322,
 A'Beckett Post Office
 Melbourne VIC 8006
 E acapmelb@acap.edu.au

Brisbane

ACAP Administration
 PO Box 10469
 Adelaide Street
 Brisbane QLD 4000
 E admin@acap.edu.au

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"/> Yes <input type="checkbox"/> No		
Student Reported through PRISMS <input type="checkbox"/> Yes <input type="checkbox"/> No		

5. To be filled out by the assessor (please add attachments if more space is required)

Unit name	Approved/Rejected	Rationale
	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	

Appendix

School of Counselling

The following units are not available for credit:

Bachelor of Counselling	COUN3031 Counselling Placement and Supervision 1 COUN3041 Counselling Placement and Supervision 2
Bachelor of Counselling (Coaching)	COUN3031 Counselling Placement and Supervision 1 BESC3121 Coaching Practice and Supervision
Bachelor of Applied Social Science	BESC3001 Work-integrated Placement 1
Graduate Diploma of Counselling	COUN5231 Field Placement and Supervision 1 COUN5241 Field Placement and Supervision 2 COUN5171 Ethical Decision Making*
Master of Counselling and Psychotherapy	COUN6231 Advanced Placement and Supervision 2

*COUN5171 Ethical Decision Making: Applicants who can demonstrate that they have completed an equivalent unit at a postgraduate level within the last 12 months can request to have these qualifications assessed for credit.

You can find the learning outcomes in the course sequence for your course on the current student [website](#).

School of Social Work

The following units are not available for credit:

Bachelor of Social Work	SWSP4013 Field Education 2
Master of Social Work (Qualifying)	SWSP6103 Field Education 2

Applicants seeking Credit for SWSP2013 Field Education 1 or SWSP6053 Field Education 1 are advised to refer to the Field Education Manual for details on the application process and required supporting documentation. Current students can access the manual via the Student Lounge, new students should email socialwork@acap.edu.au to obtain a copy.

School of Psychological Sciences

For applicants seeking credit for units in any of the below courses please seek guidance from the School Manager at psych.schoolmanager@acap.edu.au before completing this application.

- Bachelor of Psychological Science (Honours)
- Graduate Diploma of Psychology
- Graduate Diploma of Professional Psychology
- Master of Psychology (Clinical)