



COURSE CREDIT APPLICATION FORM VET – INFORMATION TECHNOLOGY COURSES

APPLICANT DETAILS:

Name: _____
Given Name(s)

FAMILY NAME

Kent Student ID Number: _____ Contact Phone No. _____
(If known)

- Course:
- Certificate III in Information, Digital Media & Technology
 - Certificate IV in Web Based Technologies
 - Diploma of Website Development
 - Diploma of Digital Media Technologies
 - Advanced Diploma of Information Technology

Comments: _____

Student Signature: _____ Date: _____

Staff Member's Signature::	Date: / /
Position:	

SUBMIT FORM via E-mail To: admissions@kent.edu.au or in person at Reception Desk – Level 11, 10 Barrack Street, Sydney.

		Certificate III in Information, Digital Media and Technology (ICT30115)	Certificate IV in Web-based Technologies (ICT40311)	Diploma of Website Development (ICT50615)	Diploma of Digital Media Technologies (ICT50915)	Advanced Diploma of IT (ICT60115)	Course Duration (in weeks)	Approved (Yes or No)
CIII01V15	Computer Office Application	•					4	
CIII02V15	System Supporting	•					4	
CIII03V15	System Configuration	•					4	
CIII04V15	Network Computing	•					4	
CIV01V15-A	Web Page Fundamentals-A		•				4	
CIV01V15-B	Web Page Fundamentals-B		•				4	
CIV02V15-A	Website Design 1 (User Interface)-A		•				4	
CIV02V15-B	Website Design 1 (User Interface)-B		•				4	
CIV03V15-A	Website Design 2 (Design and Development)-A		•				4	
CIV03V15-B	Website Design 2 (Design and Development)-B		•				4	
DG01V15-A	Web Based Application-A			•	•		4	
DG01V15-B	Web Based Application-B			•	•		4	
DG02V15-A	Digital Media Application-A			•	•		4	
DG02V15-B	Digital Media Application-B			•	•		4	
DWDP1V15	Website Development Project A (Project Proposal)			•			4	
DWDP2V15-A	Website Development Project B (Prototype)-A			•			4	
DWDP2V15-B	Website Development Project B (Prototype)-B			•			4	
DWDP2V15-C	Website Development Project B (Prototype)-C			•			4	
DDMP1V15	Digital Media Project A (Project Proposal)				•		4	
DDMP2V15-A	Digital Media Project B (Prototype)-A				•		4	
DDMP2V15-B	Digital Media Project B (Prototype)-B				•		4	
DDMP2V15-C	Digital Media Project B (Prototype)-C				•		4	
ADP1V15-A	Advanced Diploma Project A (Knowledge Management)-A					•	4	
ADP1V15-B	Advanced Diploma Project A (Knowledge Management)-B					•	4	
ADP1V15-C	Advanced Diploma Project A (Knowledge Management)-C					•	4	
ADP2V15-A	Advanced Diploma Project B (Systems Development)-A					•	4	
ADP2V15-B	Advanced Diploma Project B (Systems Development)-B					•	4	
ADP2V15-C	Advanced Diploma Project B (Systems Development)-C					•	4	

Instructions for Students

It is recommended that students should also refer to **Kent Institute Australia (Kent) Course Credit and Articulation Policy and Procedure** ([Documents](#) > *Public Policies and Forms* > *POLICY – Course Credit and Articulation Policy & Procedure.*).

Definition of credit transfer/unit exemption:

A course credit may be granted if there is a 'one to one' equivalence between the unit(s) successfully completed at the previous institution that match Kent's unit(s).

Policy:

- 1) Students seeking course credit should preferably apply within 30 days of the commencement of their course of study.
- 2) The following documents **must be attached** for your application for course credit to be considered:
 - a) Certified copies of Academic Transcripts or examination results.
 - b) The appropriate sections from the Student Handbook or syllabus for the year in which the relevant unit(s) were passed describing in detail the unit(s) studied at the previous institution.
 - c) An official English translation of overseas qualification/academic records
- 3) Where Kent grants a student course credit which leads to the shortening of the student's course, Kent will:
 - a) If the course credit is granted **before** the student Visa is granted, indicate the actual net course duration in the CoE for that student for that course; OR
 - b) If the course credit is granted **after** the student Visa is granted, report changes of course duration via the Department of Home Affairs (DHA) Provider Registration and International Student Management System (PRISMS).
- 4) Students would normally receive course credit up to a maximum of 50% of the course of study.
- 5) There is no credit recognition fees to be paid.
- 6) If applying for exemption on the basis of work experience, a resume which outlines the experience and a letter from your employer(s) stating that you must have a minimum of **three (3) years** work experience.