



COURSE CREDIT APPLICATION FORM

VET – INFORMATION TECHNOLOGY COURSES

(To be read in association with the Course Credit and Articulation Policy & Procedures (Kent Website [MyKent Public Link](#)> POLICY – Course Credit and Articulation Policy & Procedures> Public Login 'public@kent.edu.au' and enter Password 'AccessKent!').

Student Details:			
Student Name			
Student Address			
		State:	Postcode:
Mobile Number:		Kent Student ID:	

Course Details:	
Block/Year	
Course Enrolled	<input type="checkbox"/> Certificate IV in Web Based Technologies <input type="checkbox"/> Diploma of Website Development <input type="checkbox"/> Diploma of Digital Media Technologies <input type="checkbox"/> Advanced Diploma of Information Technology
Comments related to Application	

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 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)
CIV01V19-A	Web Page Fundamentals-A	•				4	
CIV01V19-B	Web Page Fundamentals-B	•				4	
CIV02V19-A	Website Design 1 (User Interface)-A	•				4	
CIV02V19-B	Website Design 1 (User Interface)-B	•				4	
CIV03V19-A	Website Design 2 (Design and Development)-A	•				4	
CIV03V19-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	
DWDP2V19-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 also refer to Kent Institute Australia (Kent) **Course Credit and Articulation Policy and Procedures** (Kent Website [MyKent Public Link](#)> POLICY – Course Credit and Articulation Policy & Procedures> Public Login ‘public@kent.edu.au’ and enter Password ‘AccessKent!’).

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.