

HOW TO APPLY

- Please read the **Credit for Prior Learning Policy and Procedure** published on IGI's website.
- Complete this form and submit it accompanied by the appropriate evidence to support your application, including certified copies of academic transcripts, unit outlines, and/or evidence of work experience (as applicable). Documents issued in languages other than English must be submitted in official translations into English. Evidence provided to demonstrate prior learning must have been achieved within the last seven (7) years. The application must be submitted prior to enrolment in the unit(s) of study for which credit for prior learning is sought.
- The outcome and the amount of credit granted will be communicated to you in writing within 10 working days of submitting the application. You must confirm the acceptance of the credit granted in writing. If you are dissatisfied with the outcome, you can appeal the decision in accordance with the IGI Complaints and Appeals Policy and Procedure published on the IGI website.

APPLICANT DETAILS

Family Name: _____ Given Name(s): _____

Date of Birth: _____

Phone: _____ E-mail: _____

I am applying as a: Prospective student (new applicant)

Currently enrolled student (Student ID: _____)

COURSE NAME

Bachelor of Business Management

Bachelor of Digital Marketing

Associate Degree of Business Management

Bachelor of Entrepreneurship and Innovation

Diploma of Business Management

TRIMESTER: _____ **Year:** _____

APPLICATION DETAILS

I am applying for:

Block credit (articulation agreement)

Specified Credit (please provide unit information below)

Recognition of Prior Work and Life Experience

Qualification completed	Institution name & location	Date awarded

IGI USE ONLY

CREDIT ASSESMENT

- All required documents submitted by applicant: Yes No
- Prior study covers IGI Learning Outcomes: Yes No NA
- Delivery and assessment consistent with IGI: Yes No NA
- Prior Work Experience - is assessed as meeting IGI Learning Outcomes Yes No NA

Approved: Yes No

Notes:

Approved By:

Name _____ **Position:** _____

Signature: _____ **Date:** _____

Student advised in writing: YES

Recorded on student file: YES