**Complete this form if you are applying for credit for work experience, volunteering, internships or workplace training.**

**This form should be completed in conjunction with reference to the** [Academic Credit Arrangements Policy](https://www.adelaide.edu.au/policies/3203/?dsn=policy.document;field=data;id=5422;m=view) **which sets out the principles for credit arrangements in coursework academic programs at the University.**

# Submit your form to:

SET Student Success - [askset@adelaide.edu.au](mailto:askset@adelaide.edu.au)  
T: +61 8 8313 4148

|  |  |
| --- | --- |
| **Section A – Student to Complete** | |
| **A.1 Student Details** | |
| Given Name: | Family Name: |
| Student ID: a \_ \_ \_ \_ \_ \_ \_ | Phone: |
| Program name: e.g. Bachelor of Engineering (Hons)(Mechanical) | |
| **A.2 Work Experience Details** | |
| Job title: | |
| Name of Company: | |
| Address: | |
| Duration: 36.75 hours equates to 1 working week |  |
| **A.3 Course/s seeking credit for:** | |
| Course title: | |

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| **A.4 Description of Duties** | |
| *Summarize your responsibilities and work undertaken during your work experience.* | |
| **A.5 Curriculum Vitae / Resume** | |
| *Have you attached your Curriculum Vitae / Resume?*   * Yes * No | |
| **A.6 Mapping of Course Learning Outcomes – (approx. 650 words)** | |
| *Credit is assessed on the basis of equivalence of content and learning outcomes between the informal learning and a University of Adelaide course.*  *In the section below, describe how your period of work experience has assisted in the achievement of the* [*course learning outcomes*](https://www.adelaide.edu.au/course-outlines/) *(note that this must be completed for each course you are seeking credit for – add more rows as needed).* | |
| ***Course seeking credit for:*** | |
| *Learning Outcome 1: copy and paste from learning outcomes for relevant course* | |
| *Demonstrate how your work aligns with the course learning outcome:* | |
| *Learning Outcome 2: copy and paste from learning outcomes for relevant course* | |
| *Demonstrate how your work aligns with the course learning outcome:* | |
| *Learning Outcome 3: copy and paste from learning outcomes for relevant course* | |
| *Demonstrate how your work aligns with the course learning outcome:* | |
| *Learning Outcome 4: copy and paste from learning outcomes for relevant course* | |
| *Demonstrate how your work aligns with the course learning outcome:* | |
| *Learning Outcome 5: copy and paste from learning outcomes for relevant course* | |
| *Demonstrate how your work aligns with the course learning outcome:* | |
| *Learning Outcome 6: copy and paste from learning outcomes for relevant course* | |
| *Demonstrate how your work aligns with the course learning outcome:* | |
| *Learning Outcome 7: copy and paste from learning outcomes for relevant course* | |
| *Demonstrate how your work aligns with the course learning outcome:* | |
| *Learning Outcome 8: copy and paste from learning outcomes for relevant course* | |
| *Demonstrate how your work aligns with the course learning outcome:* | |
| *Learning Outcome 9: copy and paste from learning outcomes for relevant course* | |
| *Demonstrate how your work aligns with the course learning outcome:* | |
| **A.7 Student Declaration -**  *I confirm that the information contained in this form is correct.* | |
| Student’s Signature: | Date: |
| **Section B – Supervisor to Complete** | |
| * I certify that the information contained in this application for credit is correct.   Signed: | |
| Name: | Position: |
| Contact Details: | Date: |

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| **Section C – ACADEMIC STAff to Complete** |
| * Credit approved * Credit not approved due to the following: |