



## APPLICATION FOR ACADEMIC CREDIT

### SAMPLE EVIDENCE GUIDELINE

Thank you for your interest in applying for credit. As part of the application process, you will be required to provide sufficient and appropriate evidence to support your application. In some instances you may be required to provide more information. The information below describes the types of evidence you will need to submit.

For each **subject** you wish Le Cordon Bleu to assess credit for, please provide the following evidence:

1. Certified academic transcript/statement clearly stating the following:
  - a. Full name of student
  - b. Program title
  - c. Individual subject results
  - d. Academic semester (e.g., Semester 2, Year 2012)
  - e. Grading key (explanation of grades)
2. Subject information (normally provided in a program guide) and would normally include:
  - a. Aim, objectives and learning outcomes (normally a summary of what the subject aims to achieve)
  - b. Weekly topics (or subject schedule)
  - c. Contact hours (this includes duration of subject in weeks, how many hours per week involves lecture, tutorial and other academic engagement)
  - d. Credit points (i.e., number of points represented by this subject)
  - e. Assessments (assessment types, percentage, number of assessments, grading system)
3. For credit applications relating to Professional Experience / Industry Placement, you **must** provide:
  - a. Testimonial or official letter from employer stating:
    - i. Employer contact details
    - ii. Employment period
    - iii. Position held
    - iv. Job description
    - v. Demonstrated skills
    - vi. Hours worked (or typical hours per week in a part-time/full-time position)