

21 Credit Transfer Application Form

Personal Details		
Family Name:		
Given Name(s):		
Address:		
Phone:	Day:	Evening:
Name(s) of qualification(s) or unit(s) of competency for Credit Transfer claim.		
Qualification Code	Title	Date Completed

Definition

“Credit Transfer assesses the initial course or subject that an individual is using to claim access to, or the award of credit in, a destination course. The assessment determines the extent to which the client’s initial course or subject is equivalent to the required learning outcomes, competency outcomes or standards in a qualification. This may include Credit Transfer based on formal learning that is outside the AQF”.

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Procedure

1. Credit Transfers can be granted under any of the following circumstances:
 - Under the principles of National Recognition a student is granted an automatic credit for any unit that they successfully completed at any other Registered Training Organisation (RTO);
 - When the unit has exactly the same code and title, even if it is not from the same Training Package;
 - When the unit has been reviewed and this has resulted in minor changes to the unit code or title e.g. A code to B code. This indicates that the outcomes of the unit have remained substantially the same and there is at least 80% commonality with the original unit; and
 - When the unit has been transferred from another Training Package/curriculum and recoded, however the learning outcomes remain the same.
2. Student indicates their decision to apply for Credit Transfer as soon as possible.
3. Student decides which units of competency for which they wish to apply for Credit Transfer.
4. Student reads the Credit Transfer Policy and Procedures contained in the Student Handbook.
5. Student completes Enrolment Form and indicates Credit Transfer will be sought.
6. Administration receives enrolment form and records enrolment of student.
7. Trainer/Assessor or Administration Officer provides the student with a Credit Transfer Application Form and other Credit Transfer information as necessary.
8. Student completes and submits Credit Transfer Application form along with the following documents:
 - Qualification Testamur and an Official Academic Transcript* and/or
 - Statement of Attainment

** Certificates, Statements or documents must be originals or certified true copies to verify your claim and need to be attached to this form. Certified copies must bear an original signature and certification that the document is a true copy of the original.*