

**Section 1: Student Details**

Student First Name:		Last Name:	
<i>(The name recorded should be as shown on the following documents – Australian Passport, Australian Driver License, Australian Birth Certificate, Medicare Card, Visa for Non- Australian Passport).</i>			
Address:		Mobile: Telephone	
Email address:			

**Section2: Course Details: QUALIFICATION (Which course do you want credit transfer in?)**

**Course Code:** \_\_\_\_\_

**Course Name:** \_\_\_\_\_

### Section 3: INSTRUCTIONS FOR STUDENTS

- Please allow up to 10 business days to receive receipt of acceptance of your application. You will be notified via your nominated email should we require further proof or the outcome of your application.
- Please read the Credit Transfer (CT) and Recognition of Learning Policy (RPL) Policy and Procedure on our website before you apply.
- **At the time of application of CT, you must have received an offer of enrolment.**
- Credit Transfer is given to a student who has achieved competency in an identical Unit of Competency which must be 100% equivalent and have the same Unit Code and Unit Title. *For example, in Diploma of Nursing, Credit will only be considered where students have come from an Australian Nursing and Midwifery Accreditation Council (ANMAC) accredited and Nursing Midwifery Board of Australia (NMBA) approved Diploma of Nursing program, as sighted on the NMBA approved program of study list. Credit may ONLY be granted based on prior formal learning that is deemed to be equivalent and unit (core or elective) must be contextualized to nursing practice, when considering the learning outcomes, volume of learning, program of study (including content) as well as learning and assessment approaches, equivalence needs to be 100%.*
  - If the unit is not equivalent- do not proceed with this form and you may alternatively complete an RPL Application form.
  - If the unit is equivalent- complete this form.
- Complete all relevant sections and sign and date form.
- Applications must be submitted at time of enrolment or prior to commencement of study together with Justice of the Peace certified or original transcripts.
- Attach full, original documentation or certified true copies of supporting evidence. Refer to the Credit Transfer and Recognition of Learning Policy and Procedure for examples of evidence.
- If your application for CT is not approved due to unit being superseded or non-equivalent, you may apply for RPL. You will need to complete the RPL Application Form.
- Note: Completion of this form **DOES NOT** guarantee credit transfers into your course.

TrEd College, level 2, 1 James Place. North Sydney 2060, NSW, Australia NO: 40797   CRICOS Provider Code: 03471E			
<b>Filename:</b> Credit Transfer/RPL form- VET	Version 3 (1)- 11.23	Review Date: 11.24	Page

#### **Section 4: INSTRUCTIONS FOR ASSESSOR**

*Credit will only be considered where students have completed the course from a Registered Training Organisation in Australia (RTO). Credit may ONLY be granted based on prior formal learning that is deemed to be equivalent and unit (core or elective) must be contextualised to the relevant practice, when considering the learning outcomes, volume of learning, program of study (including content) as well as learning and assessment approaches, equivalence needs to be 100%.*

*The application of credit applies equally to the clinical and theory content of the program. Where clinical placement occurs within a unit, the theory and practice components are inseparable, Credit **WILL NOT** be given to one part only.*

*Your application must be accompanied by relevant evidence/ supporting documents and will undergo verification process by TrEd College.*

*\*\* Scanned documents must be in colour, clear and legible. Online submissions will be processed accordingly but will only be finalised when original documents have been presented.*

#### **Credit Transfer assessment guide:**

- *Students must provide evidence of competency for the equivalent unit to which they are seeking credit transfer. The unit must have the same code and title as the unit in the qualification stream and be the same release version for which a CT result is being sought. Unit of Competency must be 100% equivalent.*

*If the unit is not equivalent, then an RPL process may be required to determine the currency of the units of competency/modules indicated on the transcript.*

- *Elective unit/s applied for credit transfer must be contextualised in relevant practice.*

- Evidence must be verified/assessed for each unit applied for credit transfer from all the following:
  - original transcript/ certified true copy of transcript/statement of attainment and/or Unique Student Identifier (USI) online transcript accessed by the assessor.
  - contacting the relevant Registered Training Organisation (RTO) or its successor to ensure the result's validity.

**Clinical Placement Hours of the program**

- The application of credit applies equally to the clinical and theory content of program. Where clinical placement occurs within a unit, the theory and practice components are inseparable, Credit and RPL **WILL NOT** be given to one part only.
- Clinical placement hours requirements are specific to each course.
- For example, clinical placement hours already completed in other programs of study such as CHC33015 Certificate III in Individual Support **DO NOT** count towards any clinical placement hours required for the CHC43015 Certificate IV in Ageing Support. Clinical placement hours already completed in the CHC43015 **DO NOT** count towards the 440 hours clinical placement hours required for the HLT54121 Diploma of Nursing Qualification and units with similar titles from a different Training Package or that do not require the same degree of competence or have a different context **DO NOT** qualify for Credit Transfer.

## CREDIT TRANSFER APPLICATION FORM



### Section 5: Unit details

<b>Evidence Supplied by Applicant Details of Australian Academic Institute</b> <i>Applicant to complete this section.</i>			<b>For supporting documents provided, tick all relevant sections</b>		<b>This section is to be completed by the assessor only:</b>
Tick if applying for CT/RPL	Unit Code	Unit Name	Original Document Sighted	Justice of The Peace certified copy	Assessor comments and outcome: Must include what type of evidence was presented, assessed and other means of verification used. (Please refer to Credit Assessment Guide above). Must also include outcome of assessment and recommendation for each unit.
<input type="checkbox"/>	Example: HLTENN037 (core)	Practice nursing within the Australian health care system <i>*Includes placement component</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Example: CHCDIV001 (core)	Work with diverse people	<input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/>			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/>			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/>			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/>			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

## SECTION 6: DECLARATION

<input type="checkbox"/>	I understand that TrEd College will accept scanned (coloured) documents and/or certified true photocopies (black and white) of documents to start the process of this application.
<input type="checkbox"/>	I understand that TC will not finalise this application until they have been presented with the original or certified true copies on-site.
<input type="checkbox"/>	I declare that to the best of my knowledge, the information and evidence I have provided for this form is true and correct and that the documentary evidence supporting this application is authentic.
<input type="checkbox"/>	I authorise TC to obtain further information with respect to my application and, if necessary, to investigate the legitimacy of the documentation I have provided.
<input type="checkbox"/>	Where necessary, TC may engage directly with Australian Educational Institutions to access this academic information. I understand that TC is not responsible if any educational body or institution does not supply these records. I understand that the results of the search will be made available to me upon request.
<input type="checkbox"/>	I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcripts, might invalidate my application and that TC may cancel my enrolment
<input type="checkbox"/>	I declare that I have read and understood the Credit Transfer Policy and I agree to abide by the student rules, statutes, regulations, policies and procedures of THC as amended from time to time.
<b>Applicant Name and Signature:</b>	<b>Date:</b>



**SECTION 7: ASSESSOR COMMENTS**

<input type="checkbox"/>	<p>The current unit of competency of the qualification is same as the unit(s) listed above and learning, program of study (including content) as well as learning and assessment approaches, equivalence is 100%.</p> <p>AND</p> <p>Student achieved competency from an Australian RTO</p>	
<input type="checkbox"/>	<p>Unit of competency is superseded, and it is equivalent / non-equivalent. Assessment is based on prior formal learning that is deemed to be equivalent and unit (core or elective) that is contextualized to relevant practice, when considering the learning outcomes, volume of learning, program of study (including content) as well as learning and assessment approaches, equivalence needs to be 100%.</p> <p>I have compared and established the equivalency between the two units and no further evidence is required. Student is recommended for (CT) of the following -----</p>	
<input type="checkbox"/>	Unit of competency is superseded and is non-equivalent. I recommend the student to apply for RPL. (RPL)	
<input type="checkbox"/>	Student is required to complete RPL documentation (RPL Kit).	
Other Comments:		
<b>Assessor Name and Signature:</b>		<b>Date:</b>

**SECTION 8: RECEIVING/VERIFICATION (FOR OFFICE USE ONLY)**

**Administration Officer:**

JP certified / sighted original transcripts attached	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
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<p><b>Documents verified:</b></p> <p><i>Notes:</i></p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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**ACKNOWLEDGEMENT** that application form and supporting documents have been sighted and verified. Complete application referred to National Training Manager (or Delegate):

<b>Administration Officer Name and Signature</b>		<b>Date:</b>
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<b>National Training Manager (or Delegate) Name and Signature</b>		<b>Date:</b>
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**SECTION 9: REVIEW (FOR OFFICE USE ONLY)**

**National Training Manager (or Delegate):**

I have reviewed/authenticated the supporting documents via:

- Transcript       National Register (USI)

The studied institution contacted

I confirm that Application Outcome for this Credit Transfer is:

- Approved       NOT APPROVED

Reason(s) for decision and actions required (if any):

Approval is based on:	<input type="checkbox"/> Identical Unit/s <input type="checkbox"/> Credentials	<input type="checkbox"/> Mapping <input type="checkbox"/> Other Supporting Documents
<b>National Training Manager (or Delegate) Signature</b>		<b>Date:</b>

**SECTION 10: PROCESSING OF OUTCOME (FOR OFFICE USE ONLY)**

<b>Administration Officer:</b>		
Credit Transfer processed:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Applicant notified of Decision Outcome:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Administration Officer Name and Signature</b>		<b>Date:</b>