



Credit Transfer
Application Form
2017

CREDIT TRANSFER APPLICATION FORM

Please read these instructions carefully before you complete the form

SECTION ONE

Make sure this really is a credit transfer. The title and code of the unit for which the student is seeking credit transfer **must be** identical unless the version has changed. If the code/version has changed but the content is identical a copy of the mapping guide must be attached as evidence the previously completed unit is equivalent to the current unit.

Note:

If the code / version have changed and the content is not the same this is **NOT** a credit transfer - it may be Recognition of Prior Learning and must be handled accordingly.

SECTION TWO

- One form per course
- Student's Name; Address: Date of Birth: Student Number
- Program to which the credit is to be transferred
- If the student has completed the units for which they want credit transfer a copy of the student's qualification and academic transcript or statement of attainment must be attached as proof/evidence; with the units highlighted showing the successful grade
- If the unit code/version has changed but the content is the same attach a mapping guide to the form
- Write the **complete unit code** for each unit credit transfer is requested i.e. all letters and numbers of each unit e.g. CHCORG6A
- Provide the name of the Institute/Provider and year in which subjects were completed. Ensure that the Student has **signed** the form before you submit it for processing.
- The trainer must indicate if the credit is approved or not, by writing either YES **or** NO in the space provided, followed by the trainer's **printed** initials
- If a student requests a credit transfer this should be completed upon enrolment and before course commencement
- An administration fee of \$200.00 may be applicable if only a credit transfer and issue of a qualification is required. All students who are completing a full qualification but only receive partial credit will have no administrative charge

BEFORE COMPLETING THIS APPLICATION FORM PLEASE READ AUSTRALIAN ACADEMY OF TRADES CREDIT TRANSFER POLICIES AND PROCEDURES, WHICH CAN BE FOUND IN SECTION FOUR OF THIS APPLICATION.

SECTION THREE

PLEASE COMPLETE IN FULL AND USE BLOCK LETTERS		
Date:	Student number:	Please circle Mr Mrs Ms Miss
First name:		Surname
Other Given Name(s)		
Address - Street Name:		
Suburb:		Post Code:
Home Ph:	Work Ph:	Mobile:
Date of Birth:		

Course Credit Details

COMPLETED COMPETENCY DETAILS FOR CREDIT TO BE AWARDED			
Qualification Code:	Qualification Name:		
Students must attach certified copies of qualification/ statement of attainment in support of the application			
Competency Code	Competency Name	Year Completed	Name of Registered Training Organisation

DETAILS OF CREDITS WANTING TO BE AWARDED			
Qualification Code:		Qualification Name:	
Competency Code	Competency Name	Approved	
		Yes	No
APPLICANTS CERTIFICATION		TRAINERS APPROVAL	
<p>I certify that the particulars and documentation that I have supply are correct in every detail</p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: __/__/__</p>		<p>I As the Trainer and Assessor for this student, I acknowledge that I have sighted the original and certified copies of the documents (copies attached) which support this application. The decision stated above has been made considering all information provided by the student.</p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: __/__/__</p>	

SECTION FOUR

AUSTRALIAN ACADEMY OF TRADES CREDIT TRANSFER POLICY

Student Recruitment

All students will be made aware of the opportunities to gain credit through the following channels of communication:

- Australian Academy of Trades website
- Marketing material
- Australian Academy of Trades staff

Enrolling Students

All students will receive the Australian Academy of Trades Credit Transfer Application Form. Section four of this form will outline the Australian Academy of Trades Credit Transfer policy. The Australian Academy of Trades Credit Transfer Application Form will be available on the following:

- Student portal
- Australian Academy of Trades website
- On campus at reception

Associated Fees

An administration fee of \$200.00 may be applicable if only a credit transfer and issue of a qualification is required. All students who are completing a full qualification but only receive partial credit will have no administrative charge.

Explanation of Terms

The terms below are to enable students to complete the application.

TERM	EXPLANATION
Credit transfer	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.
Competency	Competency is the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.
Client	A learner, enterprise or organisation that uses or purchases the services provided by an RTO.

Australian Quality Training Framework (AQTF)	The Australian Quality Training Framework (AQTF) is a set of nationally agreed quality assurance arrangements for training and
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TERM	EXPLANATION
	<p>Assessment services delivered by training organisations. The first version of AQTF was implemented in 2002, and revised in 2002 and 2007. This version of the AQTF was implemented 1 July 2010.</p> <p>The AQTF comprises:</p> <ul style="list-style-type: none"> a) AQTF Essential Conditions and Standards for Initial Registration b) AQTF Essential Conditions and Standards for Continuing Registration c) AQTF 2007 Standards for State and Territory Registering Bodies d) AQTF 2007 Excellence Criteria e) AQTF 2007 Standards for Accredited Courses f) AQTF Standards for State and Territory Course Accrediting Bodies.
Australian Qualifications Framework (AQF)	The policy framework that defines all qualifications recognised nationally in post-compulsory education and training in Australia. The AQF comprises titles and guidelines that define each qualification, as well as the principles and protocols covering crosssectoral qualification links and the issuing of qualifications and statements of attainment.
National Recognition	Recognition by an RTO of the AQF qualifications and statements of attainment issued by all other RTOs, thereby enabling national recognition of the qualifications and statements of attainment issued to any person. Recognition by each state and territory's registering body of the training organisations registered by any other state or territory's registering body and of its registration decisions. Recognition by all state and territory course-accrediting bodies and registering bodies of each other's accredited courses and accreditation decisions
Policy	A documented statement of a definite course of action that is to be adopted and implemented.
Qualification	Qualification is defined as follows: formal certification, issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies relevant to identified individual, professional, industry or community needs.
Recognition of Prior Learning (RPL)	An assessment process that assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.

Registered Training Organisation (RTO)	A training organisation registered by a state or territory registering body in accordance with the AQTF Essential Conditions and Standards for Continuing Registration within a defined scope of registration. See also Scope of registration.
Statement of attainment	A statement of attainment is issued by a registered training organisation when an individual has completed one or more units of competency/modules from nationally recognised qualification(s) /course(s).

Limits of Credit

Credit transfers will be awarded under the conditions that the student has provided the required evidence. Evidence required will be as follows:

- Certified copy of the qualification used to claiming credit
- Certified copy of the academic transcript for the above qualification or
- Certified copy of a statement attainment used to claim the credits

If a student cannot provide this evidence, there application for credits will be denied.

Contacts

Students requiring more information should contact Australian Academy of Trades on (07) 3397 4186 from 8.00am – 5.00pm Monday - Friday.

Credit Application Form

All information that a student may require to complete this application can be found in sections One – Four.

Ease of Lodgement – Students may scan the signed and completed credit transfer application form along with evidence through to the Principal using the following email info@aataus.com.au. All original scanned documents must also be provided for the application will be finalised.

Timing of Lodgement and Processing

Students will be notified within ten working days of the original scanned documents being received by the College and that the administration payment has been made. Documents can be sent to

Australian Academy of Trades
Attn: Principal
478 Logan Road, Greenslopes, QLD 4120

Avenues of Appeal

If a student would like to appeal the decision they must complete the Grievance and Appeals form, which can be found in the following locations:

- Australian Academy of Trades website
- Student Portal
- Reception, Head Office o 478 Logan Road, Greenslopes QLD 4120 Australia
- The appeals policy can be found on the Australian Academy of Trades website www.aataus.com.au