



CRICOS provider 02962M
 RTO provider 30173

Course Credit Application Form (Part 1)

Student / Applicant to complete. On receipt we will send you the specific Course Credit Application Part 2 matched to the units / modules you have listed below.

Name:	Address:
I am applying for course credit in units towards: Course of study applied for <i>(Include the Qualification code and title)</i> <i>e.g. SIT30807 (qualification code) Certificate</i> <i>III in Hospitality (Commercial Cookery)</i> <i>(qualification title)</i>	Qualification code and title:

Units / modules that I wish to apply for course credit in: *(Include the unit code and title) e.g. SITHCCC001A (unit code)*
 Organise and prepare food *(unit title)*

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2	
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Declaration

The information / evidence that I will submit for course credit is all my own work.

Applicants signature:	Date:
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Please send all completed course credit application forms and supporting information / evidence to: The Receptionist, Cedut Institute, Street address, City, State, Postcode, Country.

What is Course Credit

- Course credit is defined as an exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency held, includes academic credit and recognition of prior learning.

Course credit procedure

- You can apply for course credit by ticking the box in the enrolment application prior to enrolment and or
- If you do not indicate Course Credit on the enrolment form you can apply for course credit after commencement of your selected course of study by approaching your Trainer and after discussion with the Guidance Counsellor. *(You must also complete part 2 of the application for course credit and supply evidence as outlined in number 4)*
- You can download Part 1 and Part 2 of the Course Credit Application forms from our website or you can email a request to the front desk and or request the application forms by mail.



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4. You must complete part 1 of the application in the first instance and submit your evidence along with part 2 of the Course Credit application form.
5. You must provide evidence that addresses and meet the requirements of selected units / modules from your course of study. Your will need to include with your application:
 2. Certificates and/or qualifications achieved that are relevant to the unit/s you are seeking credit in
 3. References from past employers (including job roles, tasks, responsibilities, most current)
 4. Testimonials from clients and previous work samples (relevant to unit/s you are seeking credit in. Most current)
 5. Copy of your CV in English that includes transferable skills (if applicable)
6. We will be asking these type of questions when assessing your evidence against the unit/s/modules you are seeking credit against.
 - a. *Is the prior learning relevant to the course and address the unit(s) / module(s) specifically?*
 - b. *Is the knowledge and skill current?*
 - c. *Is the evidence authentic and can it be verified?*
 - d. *Is the knowledge and skill appropriate to the level of the unit(s) / module(s)?*
7. Course Credit is assessed by the Trainer of the course. He/she must be confident that the applicant is currently competent against all conditions within the selected unit(s) / module(s) and must ensure that submitted evidence is authentic, valid, reliable, current and sufficient. (*Note: Course Credit is against full units / modules and not part of*). Assessors document the evidence collected which supports judgements made using the Quality Matrix. This includes recording conversations, demonstrations and other non-paper evidence of how the client meets the unit of competency or module requirements.
8. We will use an assessment summary record to document an assessor's judgements and is the official assessor's record.

Granting/not granting of Course Credit

9. Course credit will be granted after assessment of the evidence provided meets the elements, performance criteria, key competencies, range statement, evidence guide and critical aspects of assessment contained within the unit of competency. (*Note: Course Credit is against full units / modules and not part of*).
10. Course credit will not be granted if it has been assessed that the evidence provided does not demonstrate that it meets all of the elements and performance criteria, key competencies, range statements, evidence guide and critical aspects of assessment contained within the unit of competency. (*Note: Course Credit is against full units/ modules and not part of*)

Notification of the outcome of Course Credit

11. If Course credit is granted you will be supplied with a copy of the assessment record summary that supports our decision to grant Course Credit. The assessor and candidate are required to sign the assessment record summary and a copy of the record is placed on the candidate's file.
12. The assessment record summary will detail the unit/s that you have been awarded credit in. If this is granted prior to your visa grant we will indicate the actual net course duration (as reduced by course credit) in the Confirmation of Enrolment.
13. If course credit is granted after your visa grant and affects the course duration, we will report the change of course duration via PRISMS.
14. If the granting of course credit does not affect the course duration we will record the course credit in your student file and not take any other action.
15. If course credit is not granted the candidate is supplied with a copy of the assessment record summary that supports our decision not to grant Course Credit. The assessor and candidate are required to sign the assessment record summary and a copy of the record is placed on the candidate's file.
16. If you are dissatisfied with the assessor's decision on the outcome of your Course Credit decision you may access and use our complaints and appeals policy and procedures to lodge an appeal against the assessor's decision. To access the complaints and appeals policy please download a copy from our website and or email the front desk requesting a copy and or request in writing and we will send a copy to you.



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17. Once we have received the assessment summary record from you course credit results will be entered into our Student Management System and a copy placed onto your student file. You will be able to access your results through the Student Portal. To register for access you must be issued with a unique student number and have a registered email address.

How long will it take to be informed?

18. We endeavor to have a decision to you on the outcome of your Course Credit application within 28 days of submission of application. If we require additional information we will contact you and this could delay a decision while we continue our assessment and this could take it past the 28 days.

Fees and charges

19. There will be a fee for each unit/s/modules you are seeking course credit in. This fee will be no more than the actual cost of each unit/s/module as if attending the course of study.