



Credit Transfer Application

Applicant name:	Employer (if applicable)
I declare that the information/evidence that I submit for this credit transfer application is all my own work	
Applicants signature:	Date:
Date assessment work submitted:	
Please send completed RPL assessment work to:	Name of RTO:
RTO street address:	RTO state/territory
Postcode:	

1. Recognition of qualifications policy

- a. The school will recognise all AQF qualifications issued by any other RTO. The school will seek verification of the certification from the relevant RTO where there is some ambiguity.

2. Recognition of qualifications procedure

- a. student requests and completes the credit transfer application
- b. AQF qualifications or statements of attainment will be recognised by our organisation.
- c. If a student presents an AQF qualification or statement to the teacher, the teacher will take a copy and bring it to the attention of the relevant trainer and or assessor.
- d. If the qualification presented has been superseded we will map the units of competence against the new qualification
- e. The trainer and or assessor of the relevant training package will verify the authenticity of the qualification or statement.
- f. The verified copy of the qualification or statement is placed in the student's file.
- g. Once the qualification or statement is verified, the trainer will give the student exemption for the units of competency or modules identified in the qualification or statement and update the student's records accordingly.

3. What is Credit Transfer

- a. Credit transfer recognises any formal qualifications you have achieved through the AQF. Credit transfer assesses the initial course or subject that the individual is using to claim access to, or the award of credit in, the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification.
- b. This may include credit transfer based on formal learning that is outside the AQF framework. You will need to provide a copy of your qualification record and a list of the units you achieved.
- c. If the units are from a similar / earlier qualification we will need to map these against the reviewed and updated training package and discuss further with the relevant trainer who will be conducting the assessment.

4. How long will it take

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.

5. Fees and charges

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.



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ABN: 75 090 720 086

CRICOS provider 02962M
 RTO provider 30173

Qualification Code and Title:	
Unit code and title:	
Element 1:	

Performance Criteria	List qualifications / transcript submitted to meet criteria	Detail work experience to meet criteria	Assessed C or NYC

Element 2:	
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Performance Criteria	List qualifications / transcript submitted to meet criteria	Detail work experience to meet criteria	Assessed C or NYC

Element 3:	
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Performance Criteria	List qualifications / transcript submitted to meet criteria	Detail work experience to meet criteria	Assessed C or NYC

Assessor Name:	Assessor signature: