

## CREDIT TRANSFER FORM

### Purpose

This form is used in the process of applying for unit(s) completed at another Australian Registered Training Organisation (RTO) and obtaining Credit Transfer (CT) at Australasian College of Education and Training Pty Ltd (ACET) as well as to fulfill the requirements of the: *Standards for Registered Training Organisations (RTOs) 2015*- Standard 3 clause 3.5: Provide credit for prior studies. The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- authenticated VET transcripts issued by the Registrar.

Also, it is used to obtain privacy disclosure consent from students applying for a credit transfer against qualifications obtained through another registered training organisation.

**Credit transfer** is the recognition of previously completed formal training and/or qualifications.

Credit Transfers will be granted under the following circumstances:

1. For any unit successfully completed at any other Registered Training Organisation (RTO) or institution, and
2. When the unit has **exactly** the same code and title, even if it is not from the same Training Package, or,
3. When the unit has been **reviewed** and this has resulted in minor changes to the unit code or title eg. A code to B code.

### How to apply

Complete this application form and lodge it along with certified copies of any relevant supporting documentation to ACET office.

### When to apply

The form should be lodged prior to the relevant census date for the semester in which you wish to be granted credit.

### Supporting documentation

Please attach a certified copy of any relevant certificates and/ or transcripts of results for any formal studies that you have completed, along with any other relevant information that may support your application.

Evidence must be sighted for each unit that fits the requirements under the AQF. This document once completed and signed is to be copied with a copy given to the student for their reference.

## Credit Transfer Form

Qualification/Course code .....

Qualification/Course name .....

Family name .....

Given names.....

Address .....

.....

Contact phone numbers.....

### Previous Studies

Name of Institution .....

Name of Qualification.....

### Privacy Disclosure Consent (Acknowledgement and Consent)

By completing and signing this form I,

..... (name in full)

of (address)

.....

provide my acknowledgement and consent for the purposes of the Privacy Act 1988 (Cth), for Australasian College of Education and Training Pty Ltd to disclose my personal information for the following purposes:

- contacting the Registered Training Organisation or TAFE which issued the attached qualification/s; and
- requesting confirmation of authenticity for the AQF certification documentation issued by any other RTO or AQF authorised issuing organisation.

