

CREDIT TRANSFER FORM

Previous Studies

Introduction

ALG will recognise credit transfer for students that hold an equal unit of competency part of the Australian Qualifications Framework (AQF). Even if the training package title is different from the one where the unit of competency was completed, the student is eligible for a credit transfer.

For units of competency that are superseded, education obtained overseas or informal learning (including work-based competency), the student should apply for a Recognition of Prior Learning (RPL), using the Recognition of Prior Learning (RPL) Candidate Application Form.

Candidates may be awarded Credit Transfer (CT) for individual units of competency or complete modules. Candidates must be aware that some modules are delivered holistically, and as such, CT of partial modules may not always be possible. In the situation where a student obtains partial course credit for a module, they may be still required to complete the entire module to still be trained and assessed in the modules they have not been recognised for i.e. ALG is unable to extract or modify a module to cater for Units of Competency the student may only require.

Fees

There is no application fee for Credit Transfer.

Note that credit transfer may only result in a reduction of tuition fees for cases where students have course credit granted for a whole term of study, on the condition that the Course Credit Application was submitted with a minimum of 10 working days prior to the commencement of the term that the student applied for course credit.

If course credit for a whole term is granted, the student is not required to pay tuition fees for the term/s in which course credit has been granted to the whole term.

If the Course Credit Application was submitted within ten working days of term commencement or once the term commenced, the student will not be required to attend classes; however, the student will NOT be eligible for the fee reduction.

Right to Appeal

As with all assessment decisions, students have the right to appeal the assessment decision. The process for appeal is documented in the Student Handbook.

Supporting Evidence

The student must provide a certified copy of the studied qualification testamur and academic transcripts or a USI statement.

Credit Transfer Application Form

Personal Information

Name:

Date of birth:

Address:

Suburb:

Post Code:

Phone

Home:

M:

Email:

Today's Date

Select the course applying for course credit

- | | |
|---|---|
| ☐ SIS30321 Certificate III in Fitness | ☐ CHC30125 Certificate III in Early Childhood Education and Care |
| ☐ SIS40221 Certificate IV in Fitness | ☐ CHC50125 Diploma of Early Childhood Education and Care |
| ☐ 11149NAT Certificate IV in Yoga Teaching | ☐ CHC53315 Diploma of Mental Health |
| ☐ 11150NAT Diploma of Yoga Teaching | ☐ CHC52025 Diploma of Community Services |
| ☐ CHC33021 Certificate III in Individual Support | ☐ CHC51015 Diploma of Counselling |
| ☐ CHC43015 Certificate IV in Ageing Support | |

Evidence required

- ☐ **Testamur and Academic Transcript including Unit of Competency Code(s).**
(All forms of evidence must be from a registered RTO and should meet the AQF qualifications issuance policy. Please see the AQF Qualifications Issuance Policy on www.aqf.edu.au)
- ☐ **Unique Student Identifier:** You can permit ALG to view your full VET transcript. If you don't permit ALG to view your VET transcript within the USI Registry System, you can provide a copy of your full VET transcript extract.

(Please note that if you're studying a nationally recognised training in Australia from 1 January 2015, you will be required to have a Unique Student Identifier (USI) that links to an online account that contains all your training records and results you had completed from 1 January 2015 onwards. The USI is needed before a qualification can be issued.)

Please include your USI number below:

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Candidate Declaration and Authority to Release Information

By signing below, I declare that:

- I am aware that ALG has a policy of checking the validity of qualifications that I submit as evidence.
- I hereby give permission for ALG to contact any third party I have referenced for verification of my currency.
- I hereby consent to ALG to making enquiries and verifying documents and qualifications submitted as part of this application.
- I expressly authorise issuing institutions and authorities, including private RTOs, TAFE institutions and universities to provide verification to ALG of qualifications and statements of attainment issued to me.

I, _____ (applicant's name) declare that the information that has been provided in this course credit application is true and accurate, and that I have submitted true copies of the original certificate and transcripts.

Name: _____

Signature: _____

Date: _____

Unit Information and Supporting Documentation					
			Office Use Only		
Unit Code	Unit Name	Evidence	Comments	Approval	
				Yes ☐	No ☐
				Yes ☐	No ☐
				Yes ☐	No ☐
				Yes ☐	No ☐
				Yes ☐	No ☐
				Yes ☐	No ☐
				Yes ☐	No ☐
				Yes ☐	No ☐
				Yes ☐	No ☐
				Yes ☐	No ☐
				Yes ☐	No ☐

Education with Purpose

				Yes ☐	No ☐
				Yes ☐	No ☐
				Yes ☐	No ☐
				Yes ☐	No ☐
				Yes ☐	No ☐
				Yes ☐	No ☐
				Yes ☐	No ☐
				Yes ☐	No ☐
				Yes ☐	No ☐
				Yes ☐	No ☐
				Yes ☐	No ☐
				Yes ☐	No ☐

Credit Transfer Approval	
Authorised Staff name:	
I have verified the transcripts with issuing RTO	Yes ☐ No ☐
I have verified the USI Transcripts	Yes ☐ No ☐
I confirm that this application to transfer credit is	Approved ☐ Not approved ☐
Signature	
Date:	