

## APPLICATION FOR CREDIT TRANSFER

<b>About you – please provide details about yourself</b>			
Full Name			
Address			
Date of Birth			
Phone number		Email	
<b>Applicant Information</b>			
<p>The following guidelines apply to applications for credit transfer to Accrete:</p> <ul style="list-style-type: none"> <li>- Any participant is entitled to apply for Credit Transfer in a course or qualification in which they have formally enrolled and have paid the applicable enrolment and tuition fees.</li> <li>- Credit transfer is the recognition of learning achieved through formal education and training.</li> <li>- Qualifications and Statements of Attainment issued by any RTO are to be accepted and recognised by all other RTOs.</li> <li>- Participants may not apply for credit transfer for units of competence or qualification which are not included in Accrete's scope of registration.</li> <li>- While participants may apply for Credit Transfer at any time, they are encouraged to apply as soon as enrolled and before commencing the training program.</li> <li>- An application fee may be payable. Please contact Accrete directly.</li> <li>- Credit Transfer may only be awarded for whole units of competence.</li> <li>- Credit Transfer will only be issued when the participant's enrolment includes at least one other unit of competence for which the participant is participating in training or is seeking recognition.</li> <li>- Participants may not enrol only for credit transfer.</li> <li>- To apply for Credit Transfer, the applicant must complete this form and provide verified copies of evidence of having successfully completed the unit(s) of competency for which they are applying for credit.</li> <li>- Any documentation submitted to Accrete will not be returned. Applications should be submitted in person or by post to 3 / 17 Gardens Hills Crescent, The Gardens NT 0820. Refer to Accrete's Credit Transfer Policy available on the website at <a href="http://www.accrete.net.au">www.accrete.net.au</a>.</li> </ul>			
<b>About your current enrolment with Accrete – please provide details about the course you are enrolled in</b>			
Course name			
Course commencement date			
Facilitator			
Institution where previous training relevant to this application was conducted			
<b>Participant Declaration</b>			
<p>By signing below I certify that all information provided in this Application is true and correct and that all Certificates / Statements of Attainment / Academic Records provided to Accrete for the purposes of this Credit Transfer application are authentic.</p>			
Signature		Date:	

Document Title:	FRM-App for Credit Transfer-V1	Date created:	28 June 2017
File path:	Z:\All Matters PTB\PTB Company\RTO Management\ASQA Standards\7-Governance and Administration\Forms\FRM-App for Credit Transfer-V1.docx	Author:	A Leahy
Accrete Pty Ltd (RTO Number 2382)			

**APPLICATION FOR CREDIT TRANSFER (CONTINUED)**

Units already held (Units you have already completed)		Credit transfer sought (The units for which you are seeking a credit transfer. EG: Unit code in qualification being taught by Accrete)		Official use only	
Unit Code	Unit Title	Unit Code	Unit Title	Evidence provided	Approved / Not approved

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**PRIVACY DISCLOSURE CONSENT**

This form is used to obtain consent from students applying for a credit transfer or recognition of current competence against qualifications obtained through another registered training organization.

**Acknowledgement and Consent**

By completing and signing this form, I (name in full) ..... of  
(address) .....

provide my express acknowledgement and consent for the purposes of the Privacy Act 1988 (Cth), for Accrete 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 qualification/s.

**Conditions**

Please specify and conditions (if any) relating to disclosure of your personal information which you would like us to adhere to:

Applicant Name:

Applicant Signature:

Date:

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OFFICE USE ONLY	
Original Certificate / Statements of Attainment(s) have been sighted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certificate / SoA conform with AQTF protocol: <ul style="list-style-type: none"> <li>- Name, RTO code and logo of issuing organisation</li> <li>- Code and title of the awarded AQF qualification</li> <li>- NRT logo</li> <li>- Date issued</li> <li>- Authorised signatory</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Units for which recognition applied are current, OR Training Package mapping confirms equivalency between Unit versions Qualifications are current (less than 5 years old)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Authenticity confirmed by:</b> RTO listed on training.gov.au website AND Issuing RTO Scope of Registration includes applicable qualification OR Verified by contact with qualification issuing body (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Copies of all Certificates / Statements of Attainment are attached to this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
'Approved / Not approved' column above is completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where Credit Transfer is not granted a written explanation has been provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Application outcome</b>	
Granted / Partially granted / rejected. <i>Please circle one.</i>  If rejected list reasons below.	
The above application has been reviewed and outcomes indicated. All original/certified copies of certificates / statement of attainment have been sighted and are attached to this application.	
General Manager signature:	
Date:	

[This completed application form and evidence must be filed on the learner's file]

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