

Credit Transfer Application Form

Version 1.3

Section A: Personal details

Student ID No.:		Date of Birth:	
Family Name:		Given Name:	
Email Address:		Phone No.:	
Mailing Address:			USI (if available)

Section B: Shafston International College Course Details

Course Code:		Course Name:		
<input type="checkbox"/> Credit Transfer - formal learning Must complete all sections.		Evidence Requirements Original or Certified Copies	<ul style="list-style-type: none"> • Copy of completed award / qualification. • Complete Official Academic Transcripts. • Explanation of grading system used in transcripts. 	

Section C: Credit Transfer - Individual Subjects (CRT)

Complete this section if you wish to apply for *credit on a unit-by-unit basis*

Institution:					OFFICE USE ONLY			
Course Title:								
Unit Code	Unit Name	Year Completed	Shafston International College - Unit Code	Shafston International College - Unit Name	Equivalent	CRT Granted	Trainer / Head of program Signature	Date
					<input type="checkbox"/> Yes <input type="checkbox"/> No			
					<input type="checkbox"/> Yes <input type="checkbox"/> No			
					<input type="checkbox"/> Yes <input type="checkbox"/> No			

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Unit Code	Unit Name	Year Completed	Shafston International College - Unit Code	Shafston International College - Unit Name	Equivalent	CRT Granted	Trainer / Head of program Signature	Date
					<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			

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Officer Name Trainer / Head of Program		Signature		Date	
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Section E: International Students Only

If applicable, New Course End Date:

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Section F: Applicant Declaration

- ☐ I hereby certify that all information and evidence I have provided for this application are correct and complete. I understand that to provide incorrect information or withhold relevant information relating to my application, including academic transcripts, might invalidate my application and lead to cancellation of my enrolment at Shafston College.
- ☐ Should Shafston College determine that I have submitted false or misleading documentation, I consent to Shafston College disclosing this information to other relevant institutions.
- ☐ I have read Shafston College Student Privacy Statement and understand the purposes for which my personal information will be used. I agree to abide by Shafston College policies and procedures.
- ☐ This application for academic credit will be assessed and Credit Transfer (block/specified/unspecified) will be approved in respect to the subjects tabled above. Once accepted, academic credit for a unit can only be amended or reversed at the discretion of the Trainer / Head of program.

Acceptance of academic credit may reduce the amount of time required to complete the course and/or limit enrolment to part-time for one or more terms. This may, in turn, affect an international student's compliance with visa conditions. Advice should be sought from the student support Office, as appropriate..

Applicant Signature

Date

Section G: Applicant Checklist

I have:

- ☐ Provided all personal details requested at Section A.
- ☐ Indicated the basis under which I am applying for credit at Section B and completed the appropriate section(s) of the application form.
- ☐ Attached relevant evidence (original / certified copy / portfolio) to support each instance of prior learning listed in my application for credit.
- ☐ Signed and dated the Applicant Declaration at Section G.
- ☐ Attached evidence of payment.

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Section H: Approval Process

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Received by Admission officer:		Signature		Date:	
Approved by Trainer / Head of program Name:		Signature		Date:	

Section I: Notifications

Student notified by		Signature		Date:	
Trainer / Head of program notified by		Signature		Date:	
Student records updated by		Signature		Date:	

Learner information

The following guidelines apply to applications for Credit Transfer to Shafston College:

- Credit Transfer is the recognition of learning achieved through formal education and training. Qualifications and statements of attainment issued by any Registered Training Organisation (RTO) are to be accepted and recognised by all other RTOs.
- Credit Transfer is only awarded to units of competency that have been deemed by the Training Package as having 'equivalent competency outcomes'. A course credit may be granted if there is a 'one to one' equivalence between the unit(s) successfully completed at the previous institution that match Shafston College unit(s).
- To apply for Credit Transfer, the applicant must complete and submit the following documentation to Shafston College prior to enrolment.
 - Credit Transfer Application Form (this form).
 - Original or Certified Copies of a completed Qualification issued under the Australian Qualification Framework including the following details: name, code and logo of issuing body, name of person receiving the qualification; nomenclature as in the Framework; date issued; authorised signatory.
 - Original or Certified Copies of a **Statement of Attainment** issued under Australian Qualification Framework including the following details: name of the person who achieved the competencies; date issued; national code and name for each unit of competency achieved, the Nationally Recognised Training logo.

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Learner information

- Original or Certified Copies of a complete Official Academic Transcripts or record of results issued by the RTO
 - Explanation of grading system used in transcripts used by the issuing RTO
- Applications must be submitted at time of enrolment or prior to commencement of study.
- Prior to awarding a Credit Transfer on the basis of a qualification, Statement of Attainment or record of results, Shafston College authenticates the evidence provided by the student via the USI online portal or by contacting the issuing training provider.
- Students may not apply for Credit Transfer for units of competence or qualification which are not included in Shafston College scope of registration.
- Credit Transfer may only be awarded for whole units of competency.
- Credit Transfer will only be issued when the student's enrolment includes at least one other unit of competence for which the student is participating in training or is seeking recognition. Student may not enrol only for Credit Transfer.
- Students will receive course credit in line with Shafston's policy on Credit Transfer.
- Where Shafston College grants a student course credit which leads to the shortening of the student's course, Shafston College will:
 - a) If the course credit is granted before the student Visa is granted, indicate the actual net course duration in the CoE for that student for that course; or
 - b) If the course credit is granted after the student Visa is granted, report changes of course duration via the Department of Home Affairs (DHA) Provider Registration and International Student Management System (PRISMS).
- Credits will appear on the Study Plan and Training Progress Record, or on the Training Plan issued for the individual students. These credits will be formally recognised at the completion of the qualification and will appear as credits on the Record of Results.