

# Credit Transfer Application Form

**FRM-CT01** Credit Transfer recognises previously completed units of competency issued by any Australian RTO. There is no fee for credit transfer applications. Submit this form with supporting evidence to [info@shafston.edu](mailto:info@shafston.edu) at or before enrolment.



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Section A – Student Details					
Student ID No.:		Date of Birth:		International Student:	Yes No
Family Name:		Given Name:			
Email Address:		Phone No.:			
Mailing Address:				USI (if available)	
Section B: Shafston International College Course Details					
Course Code:		Campus:	<input type="checkbox"/> Sydney	<input type="checkbox"/> Brisbane	<input type="checkbox"/> Gold Coast
Course Name:					
Section C: Previous Institution Details					
RTO Code (if known):		Institution Name:			
Qualification/Course:					
Section D: Evidence Provided					
Please tick the evidence you are submitting with this application:					
<input type="checkbox"/>	Original or certified copy of Statement of Attainment				
<input type="checkbox"/>	Original or certified copy of Qualification Testamur + Transcript/Record of Results				
<input type="checkbox"/>	Authenticated VET Transcript via USI portal (no certification required)				
<input type="checkbox"/>	Explanation of grading system used by issuing RTO				

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### Section E: Applicant/Student Declaration

By signing this form, I declare that:

- All documentation I have provided is genuine and is my own.
- I understand that providing false or misleading documentation may result in cancellation of any credit granted and may constitute academic misconduct.
- I consent to Shafston verifying my documentation via the USI portal and/or by contacting the issuing RTO.
- I understand that credit transfer is only granted for identical or equivalent units as confirmed on training.gov.au. Units that are superseded but not equivalent will be referred to the RPL process.
- I understand that if credit transfer shortens my course, this may affect my student visa conditions (international students).
- I have read and understood the Credit Transfer Policy (CPL034).

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 Name		Date	
Applicant Signature			

### Section F: Application Payment

There is **AUD\$300** administration charge to process the application.

**Bank Details:**

**Account Name:** Shafston International Pty Ltd

**Bank Name:** Westpac.

**BSB:** 034-065

**Account Number:** 327149

Write your name as a reference

### Section G: International Students Only

If applicable, New Course End Date:

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### Section H: Unit(s) of Competency for Credit Transfer

List each unit for which you are applying for credit transfer. Use additional copies of this page if needed.

**Total Units Requested**

No.	Your Unit Code	Your Unit Name	Shafston Unit Code	Shafston Unit Name
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

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### Section I: For Office Use Only

No.	Unit Code	Unit Name	Mapping Check	Equivalent?	CT Granted?	Assessor Init.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

#### Authentication Method

- USI Portal     Contacted Issuing RTO  
 Certified Copies Sighted

#### Processed By

Date:

#### Approved By (T/A)

Date:

#### Student Notified

Date:

#### aXcelerate Updated

Date:

#### PRISMS Updated (Int'l)

Date:

#### Non-equivalent units referred to RPL?

- Yes (FRM-RPL01 issued)     N/A

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### 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.
  - 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.