

WHAT IS CREDIT TRANSFER (CT)?

Credit transfer is a process that provides learner(s) with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

If a person has been awarded a required unit(s) of competence by another Registered Training Organisation (RTO), Australian Academy of Advanced Skills (AAAS) can credit that unit of competence, provided that the following has been successfully met:

- Unit of competence is equivalent, and
- that the document has been issued by an RTO and has been verified by REACH

CREDIT TRANSFER PROCESS

1. Learner applies for CT by selecting the CT check box on the Application Enrolment Form and/or by discussing with AAAS administration and/or AAAS trainer/assessor;
2. Learner is then given the Credit Transfer Application Form;
3. Learner completes the CT Application and submits with a copy of their original and official qualification record of academic transcripts that has been sighted by the respective office manager;
4. AAAS compliance team follows the Credit Transfer Administration Procedure as outlined in the AAAS credit transfer policies;
5. AAAS administration contacts the learner(s) to inform them of the outcome.
 - a) IF CT is granted:
 - The learner(s) training plan is adjusted accordingly;
 - Result(s) are entered into the Learner Management System
 - b) IF CT is NOT granted:
 - The learner(s) will be given information why and information required that needs to be undertaken to achieve complete competence by further GAP training and assessment.

IMPORTANT: inaccurate information may result in the delay of verification of your details

Please list attached support documentation below

Credit Transfer Application

Authorisation to verify academic transcripts and USI Consent

This form is to authorise the permission to release information to Australian Academy of Advanced Skills Pty Ltd | RTO 45240 of my academic transcripts and/or qualification(s) and/or Statements of Attainment issued.

SECTION 1: Applicant details

Applicant Name (Your full name as shown on your certificate)			
Date of Birth		USI Number	
Qualification/Statement of Attainment to verify			

SECTION 2: Authorisation

I give **Australian Academy of Advanced Skills Pty Ltd | RTO 45240** permission to use my personal details for the purpose of verifying my qualification/Statement of attainment as listed above

SECTION 3: Credit Transfer Fees

Government funded and Fee for services learner(s):

There are no administration fees for this process. There will be a reduction to the learner(s) fees pro rata per unit upon approval of CT.

- I/We agree to the purpose and outcomes of the Credit Transfer process as outlined in this document;
- I/We have been made aware of the relevant unit(s) of competency and types of evidence that need to be submitted;
- I/We understand the appeals process;
- I/We understand and agree to the confidentiality and security of information;
- I/We have been given accurate information regarding any relevant fee costs;
- I declare that all the evidence provided in this document is true and correct.

Applicant Signature: _____

Date: _____

Compliance Approval Signature: _____

Date: _____

End of Document