

## CREDIT TRANSFER FORM

CHOOSE YOUR COLLEGE:

Melbourne Metropolitan College

Langford English College

### Student Details

First Name (s):		Family Name:	
Student ID:		Date of Birth:	/ /
Email:		Phone Number:	

### Course Details, Course (s) student request the Credit Transfer for

Course 1:	
Course 2:	
Course 3:	
Course 4:	
Course 5:	
Course 6:	

### Previous study – certificates / statement of attainments for claiming CTs (list below)

## CREDIT TRANSFER FORM

### Procedure

1. Credit Transfers can be granted under any of the following circumstances:
  - Under the principles of National Recognition, a student is granted an automatic credit for any unit that they successfully completed at any other Registered Training Organisation (RTO);
  - When the unit has exactly the same code and title, even if it is not from the same Training Package;
  - When the unit has been reviewed this has resulted in minor changes to the unit code or title e.g. A code to B code. This indicates that the outcomes of the unit have remained substantially the same and there is at least 80% commonality with the original unit;
  - When the unit has been transferred from another Training Package/curriculum and recorded, however, the learning outcomes remain the same.
2. The student indicates their decision to apply for Credit Transfer as soon as possible.
3. The student decides which units of competency for which they wish to apply for Credit Transfer.
4. The student reads the RPL and Credit Transfer Policy and Procedures contained in the Student Handbook.
5. Student completes Enrolment Form and indicates Credit Transfer will be sought.
6. The administration receives the enrolment form and records the enrolment of student.
7. The trainer/Assessor or Support Officer provides the student with a Credit Transfer Application Form and other Credit Transfer information as necessary.
8. Student completes and submits the Credit Transfer Application form along with the following documents:
  - Qualification Testamur and an Official Academic Transcript\* and/or
  - Statement of Attainment

### Student Declaration, Acceptance of Credit Transfer Decision

"Credit Transfer assesses the initial course or subject that an individual is using to claim access to, or the award of credit in, a destination course. The assessment determines the extent to which the client's initial course or subject is equivalent to the required learning outcomes, competency outcomes or standards in a qualification. This may include Credit Transfer based on formal learning that is outside the AQF".

- I am aware that I need to apply for Credit Transfer right in the beginning of the course along with my Application form.
- The duration of the course, the timetable and the tuition fee will be calculated based on the CT documents provided at the application stage.
- I am aware that once I begin the course even if I provide more CT documents for the same course, Melbourne Metropolitan College will recognize these CTs however, my offer, the CoE's and timetable will not be revised.
- I will be exempted to attend those scheduled units where I have been awarded the CTs;
- I will provide Original Certificate or Statement of attainment of the relevant previous study;
- I am aware that the Credit Transfer can be granted to me ONLY after verification of the authenticity of the documents provided by me for Credit Transfer. I give permission to Melbourne Metropolitan College to contact the RTO's from where I received the qualifications/Statement of Attainment;
- I will log-in on USI and give Melbourne Metropolitan College the permission to access my USI to verify the authenticity of my previous Certificates/Statement of Attainments
- I acknowledge the credit transfers decision for the units is granted to me by Melbourne Metropolitan College.
- I understand my right to access Complaints and Appeals procedure of Melbourne Metropolitan College, if I am not satisfied with the outcome of my credit transfer application.

Student Signature:

Date:

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