

Credit Transfer

AQF Certifications issued by other Registered Training Organisations (Institute) are recognised by this Institute, this enables individuals to receive national recognition of their achievements.

In order to apply for a credit transfer the student should complete the following steps:

1. Complete the “Credit Transfer Form”
2. Attach a certified copy of the authenticated VET transcript from the other Institute and highlight the units you wish to have applied to your current enrolment
3. Submit completed “Credit Transfer Form” and VET transcript to the Institute
4. The Institute in consultation with relevant trainer will review and confirm whether student is eligible for Credit Transfer (CT)
5. If the student is eligible, the result of CT should be applied to the unit within the Student Database
6. The Institute to advise the student in writing of the outcome of the credit transfer application:
 - a) Student is eligible for CT and the result has been entered into the Database
 - b) Student is not eligible for CT and the reason why

Authenticated copies are to be certified by a Justice of the peace or someone within the Institute can sight the originals and authenticate a copy.