# Credit Transfer Application Form - Higher Education to Higher Education

If you have not enrolled or been in touch with a Student Enrolment Adviser please call 1300 462 887 to confirm your eligibility to study with your chosen higher education provider.

Before you complete this form, please check if your previous studies are available on our [Articulation Abacus](https://abacus.endeavour.edu.au/). If so, complete Section A of this form only. If not, please complete Sections A and C and supply any relevant subject outlines.

You can submit this application along with your supporting documents using either email or posting a USB stick to our Brisbane campus. Our email address is educational.pathways@endeavour.edu.au. Please attach your documents as PDF’s if possible and include your name and student number in the body of the email. If you have several attachments you can send multiple emails.

To post your application, save the completed Credit Transfer Application Form and all supporting application documents in electronic format to a USB and post to: Educational Pathways Department, Level 2, 269 Wickham St, Fortitude Valley, QLD 4006.

Acknowledgement that your application has been received will be sent via email from the Educational Pathways office within five working days. If you do not receive confirmation please follow-up with our office or your Student Enrolment Adviser. The outcome of your application may take 20 working days.

## Section A - Applicant Details

|  |  |
| --- | --- |
| Student Name  | Student Number  |
| Email  |
| Phone Number  |
| **What study have you undertaken?** |
| Institution  |
| Qualification  |
| Full or partial qualification  |
| What is your reason for leaving this institution?  |
| **What qualifications do you wish to study with us?** |
| Institution  |
| Qualification  |

|  |
| --- |
| **Declaration**  |
| I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ apply for the Credit Transfer listed above, and have supplied my evidence for assessment and completed Section C (if applicable). |
| Signature  | Date  |

## Section B - Applicant Information

#### When is a higher education credit transfer granted?

Credit transfer for higher education subjects can be granted when previous higher education study meets the following requirements:

* Equivalency of content based on learning outcomes. Learning outcomes are available on our subject outlines <http://www.endeavour.edu.au/subject-outlines>.
* Equivalency of hours of content delivery. Hours involved in your completed subjects should be made available as part of your application.
* Study has been completed within the last eight years. If your study is older than eight years please contact educational.pathways@endeavour.edu.au.

At no time will the College confer advanced standing for more than 67% of a HE qualification.

#### Advanced Standing for Exemptions

Advanced standing will only be given for subjects for which a grade of Exempt has been noted on a previously-awarded transcript when sufficient evidence has been supplied of relevant study towards that exemption, and that the relevant study is still within the College’s higher education eight year limit of current skills and knowledge.

#### Compiling your Evidence

If your educational pathway is available on the Articulation Abacus please supply:

* Completed Section A of this form
* Your academic transcript(s)

If your educational pathway is not available on the Articulation Abacus please supply:

* Completed Sections A and C of this form
* Your academic transcript
* Relevant subject outlines that show learning outcomes, mode of delivery (on campus or online), and hours of delivery. If possible name subject outline files using the format ‘BIOH111 Human Biological Science 1’

If evidence is supplied by the applicant in a previous name, documentary evidence of change of name must be supplied. Where evidence is in a language other than English, the applicant must provide a translation by an accredited translator.

For further information please see the [Educational Pathways Policy – Higher Education](https://acnm.s3-ap-southeast-2.amazonaws.com/pub/DOCID-3-279.pdf).

## Section C – Evidence Table

* **Please see next page for an example of how to complete the evidence table.** Complete one evidence table for each subject on your application. Insert further tables and rows as needed.
* **Column 1 –** For the subject you are seeking to have exempted. Insert the learning outcomes from our subject outline.
* **Column 2 –** For the subject that you have completed previously. Insert the appropriate learning outcome that you believe matches the learning outcome in Column 1. You can use up to three subjects per table if needed.

|  |  |
| --- | --- |
| Column 1 Crediting Provider | Column 2 Previous Provider |
| **Subject:**  | **Subject(s):**  |
| **Contact hours:**  | **Contact hours:**  |
| **Duration:**  | **Duration:**  |
|  | **Online or On Campus:**  |
| **Learning Outcome 1** | **Learning Outcome 1** |
| **Learning Outcome 2** | **Learning Outcome 2** |
| **Learning Outcome 3** | **Learning Outcome 3** |
| **Learning Outcome 4** | **Learning Outcome 4** |
| **Learning Outcome 5** | **Learning Outcome 5** |
| **Learning Outcome 6** | **Learning Outcome 6** |
| **Learning Outcome 7** | **Learning Outcome 7** |
| **Learning Outcome 8** | **Learning Outcome 8** |
| **Learning Outcome 9** | **Learning Outcome 9** |
| **Learning Outcome 10** | **Learning Outcome 10** |

## Example HE to HE Evidence Table – BIOH111

|  |  |
| --- | --- |
| **Column 1 Crediting Provider****Endeavour College** | **Column 2 Previous Provider:****ABCD Provider** |
| **Subject: BIOH111 Human Biological Science 1** | **Subject(s): Biological Science 1** |
| **Contact hours:** 78 hours (4 credit points) | **Contact Hours:** 7 hours per week x 12 weeks |
| **Duration:** 1 Semester | **Duration:** 1 Semester |
|  | **Online or on campus:** On campus |
| Learning Outcome 1Identify and apply appropriate anatomical terminology to describe the different systems of the human body. | Learning Outcome 1Demonstrate a basic level of knowledge of the structure of the human body at both the microscopic and macroscopic levels of organization.  |
| Learning Outcome 2Identify the different levels of structural organisation of the human body from cells to systems, and evaluate how their individual functions contribute to the functioning of the body as a whole. | Learning Outcome 2Understanding of the interplay between molecules, cells and tissues with respect to humans.  |
| Learning Outcome 3Explain the importance of homeostasis, and its maintenance by feedback systems. | Learning Outcome 3Display an integrated knowledge and understanding of the fundamental principles of homeostasis involved in the maintenance of health.  |
| Learning Outcome 4Describe cellular processes essential to life, and define the processes of mitosis, meiosis and protein synthesis. | Learning Outcome 4Describe the structures of cells and their internal organelles. Explain the molecular basis of inheritance and cell division.  |
| Learning Outcome 5Demonstrate an integrated knowledge of the anatomy and physiology of the skeletal, muscular, nervous, endocrine and integumentary systems, and how they contribute to homeostasis in the human body. | Learning Outcome 5Understand the function and control of the following areas of physiology: The cellular basis of neuromuscular physiology, skeletal muscle organization and function, nervous system, cardiovascular system, respiratory system and endocrine system. |
| Learning Outcome 6Describe and explain the relationship of human structure and function so as to promote an appreciation of the normal processes of life, and apply this knowledge to problem solving clinical issues. | Learning Outcome 6Understand the association between molecules, cells and tissues with respect to humans. Correlate specific structural features of cells, tissues, organs and systems of the human body with their normal functions, and appreciate that alterations to structure affect function. |