

# Internal Credit Transfer - Higher Education to VET and Skills Recognition for Whole Qualification - Application Form

- This form should only be used by Endeavour College of Natural Health Higher Education students or alumni applying for advanced standing into an Endeavour VET qualification.
- Application details must be printed clearly using only blue or black ink.

## 1. PERSONAL DETAILS

Student Number	Date of Birth	
Title	Given Name	
Family Name		
Address		
	State	Postcode
Email		
Phone Number		

## 2. COURSE DETAILS

Course
Campus

## Credit Transfer - Higher Education to VET

Education pathways from Higher Education to VET are designed to address the need for the student to develop new skills. The College has set guidelines for this process based on the ability to align matching Higher Education subjects to VET units of study and units of competency in the same or related field.

This process is initiated by the applicant and internal credit transfer evaluation is conducted by a Pathway Assessor on an individual basis. An administration fee of \$250 will apply for Credit Transfer Higher Education to VET applications. The applicant may be required to undertake a practical and/or written skills assessment to assess competency.

## Current Skills and Knowledge

The previous knowledge and skills of an applicant must still be current in order for advanced standing recognition to be approved. Only previous formal learning that has been obtained within the past three years has the potential to be recognised for internal credit transfer

Higher Education to VET; learning outside the three year limit would be assessed as part of an RPL application.

## Skills Recognition for Whole Qualification

Skills recognition is a term used to describe all the ways in which an individual's existing skills and knowledge are measured against competency standards in order to be acknowledged and to be granted a whole qualification. An administration fee of \$250 will apply for skills recognition of whole qualification applications; this fee is non-refundable once the application has been made, (please see the Fees Policy - VET) regardless of the outcome. Students will be required to undertake a skills assessment to determine currency of competency.

## Application process

To apply for internal credit transfer or skills recognition for whole qualification please complete the details overleaf and email or mail your application to the Brisbane campus at:

**Email:** [Brisbane.studentservices@endeavour.edu.au](mailto:Brisbane.studentservices@endeavour.edu.au)

**Mail:** Student Services – Educational Pathways

Endeavour College of Natural Health

2<sup>nd</sup> Floor - 269 Wickham Street

Fortitude Valley QLD 4006

All applications will be assessed on a case by case basis and the College's decision on assessment will be final. If an assessment shows the applicant requires further skills or knowledge the application may be denied in part or full at the discretion of the Pathway Assessor.

## Notification

Student Services will inform students of receipt of the Internal Credit Transfer – Higher Education to VET application. Students will be informed by Student Services of the outcome of their application; if the application has been denied Student Services will include reasons given by the Pathway Assessor for the application being unsuccessful.

## Credit transfer Details

Higher Education course enrolled in or completed	
VET course enrolled in	
Are you an International Student	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you applying for skills recognition of whole qualification	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes please indicate what qualification you wish to apply for	

## Signature

I ..... understand fees are applicable and that I am liable to pay these fees on application, and that they are non-refundable regardless of the outcome of my application (please contact Student Services for details of fee payment requirements).

**Student Signature**

**Date**

---

### OFFICE USE ONLY

Competency Assessor

Student Services Staff Member Name

Date Received

Contacted by Student Services Yes  No

Student Notified

Filed

Entered in Filemaker

Approved / Denied

Signature

Date

---