Internal Credit Transfer - Higher Education to VET and Skills Recognition for Concurrent Study - 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 (see Fees Policy – VET). The applicant may be required to undertake a practical and/or written skills assessment to assess competency.

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HE to VET Internal Credit Transfer Application Form - Concurrent   Last Modified: 19 December 18
Version: 6.0   Page 1

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.

Concurrent Study Eligibility

Admission to concurrent study in two courses is made available to students with approval of the Director of Student Services and Retention. Endeavour offers concurrent study for students under the following conditions.

- Students may be enrolled in only one Higher Education course, and only one VET course concurrently.
- Students must have completed their first semester of Higher Education study and maintained a GPA of 5.0 or greater, or demonstrated a GPA of 5.0 in the most recent teaching period at a 100% study load.
- Students should demonstrate consistent academic progression, without: multiple withdrawals, failures or repeated variations of enrolment.
- Students are required to maintain a minimum part-time study load for each course, as defined in the Academic Progression Policy.
- Student study load must not exceed 20 credit points at any one time (across both courses).
- Concurrent study is not available to international students.
- The College will make reasonable efforts to accommodate concurrent study timetables, however cannot guarantee the absence of clashes between courses.
- Students receiving Austudy or Newstart allowance are responsible for being aware of and complying with all Centrelink requirements, including 75% study load within their primary course of study and should plan their study accordingly.
- Students should apply for further credits as their concurrent study progresses. The application fee is payable only on the first application and includes all subsequent applications within the same concurrent program.
- Students utilizing FEE-Help and VET FEE-Help should be aware of their available balance.

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HE to VET Internal Credit Transfer Application Form - Concurrent
Version: 6.0

Last Modified: 19 December 18
Page 2

Where the Director of Student Services and Retention denies entry to concurrent study, the application for Credit Transfer will not proceed and the fee for Credit Transfer will be refunded.

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

Mail: Student Services – Educational Pathways

Endeavour College of Natural Health

2nd 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	☐Yes ☐No
Are you applying for skills recognition of whole qualification	☐Yes ☐No
If yes please indicate what qualification you wish to apply for	

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HE to VET Internal Credit Transfer Application Form - Concurrent
Version: 6.0

Last Modified: 19 December 18
Page 3

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). I agree to the conditions of Concurrent Study and understand that failure to adhere to these requirements throughout my study may result in withdrawal from Concurrent Study.

Student Signature   **Date**

OFFICE USE ONLY

Date Received	Contacted by Student Services Yes ❑ No ❑	
Date Processed	Student Number	Receipt Number
Amount Paid $	❑ Cash ❑Cheque ❑ Credit Card ❑ EFTPOS ❑ Account Credit	
Staff Member's Name	Signature	
DSS Approval	Date	
Competency Assessor #1	Date	
Competency Assessor #2	Date	

❑ Student Notified   ❑ Filed   ❑ Entered in Filemaker

Approved / Denied   Signature   Date