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# Credit Transfer Form – VET to VET

The applicant must follow the instructions throughout this Form and submit a soft copy on USB via post to: **Educational Pathways Department, Endeavour College of Natural Health, Level 2, 269 Wickham St, Fortitude Valley, Brisbane, QLD 4006**. Form must be completed in clear handwriting using a black or blue pen or typed with signature in black or blue pen. In accordance with Endeavour’s environmental policy please supply all documents electronically (with this form scanned) on USB stick.

# Section A. Applicant Details and Checklist

PERSONAL DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Gender Male  Female | | | Date of Birth | |
| Title | Given Name | | Family Name | |
| Address | | | State | Postcode |
| Email | | | Phone Number (AH) | |
| Student Number | | Phone Number (BH) | | |
| Have you studied with the College before? Yes  No | | | | |
| If Yes - last year of attendance | | |  | |
| Reason for leaving previous training provider | | |  | |
|  | | |  | |

COMPLETED UNIT OF COMPETENCY DETAILS

|  |  |
| --- | --- |
| Unit Code | Unit of Competency |
|  |  |
|  |  |
|  |  |
| Learning Institution (RTO) where study was undertaken: | |

TRANSFER UNIT OF COMPETENCY DETAILS (if same as above state ‘same as above’)

|  |  |
| --- | --- |
| Unit Code | Unit of Competency |
|  |  |
|  |  |
|  |  |
| Campus you wish to continue studies at: | |

Checklist to be completed by the applicant (please tick):

* Completed, scanned and saved Section A of this application to USB stick
* Read and acknowledge Section B of this application
* Save to the USB stick a certified copy of Academic Transcript or Competency Statement outlining tertiary Institution where study was undertaken, year study was undertaken, units of competency studied, and results of these
* All application documentation has been uploaded onto a USB stick
* Included a stamped, self-addressed postage bag (if you require the return of your USB stick)

**NOTE:** Applications will be returned unassessed if all specified evidence is not included

**Signature**

I apply for Credit Transfer for the Unit/s of Competency/Unit of Study listed above, and have supplied my application including evidence in soft copy (USB) for assessment.

Signed: ……………………………….........………………………….. Date: / /20

# Section B. Information for Applicant

What is Credit Transfer?

Credit transfer in the VET sector refers to the granting of status or advanced standing by an RTO to students for units of study or units of competency completed at the same or another RTO. Credit transfer may be available in conjunction with Recognition of Prior Learning (RPL). The process is initiated by the student and credit transfer evaluation is conducted by the Educational Pathways department on an individual basis.

Under what circumstances is Credit Transfer Granted?

Credit Transfers – VET to VET can be granted under the following circumstances:

* When studies taken at another educational institution are equivalent to, or correspond with, the unit of competency, unit of study being applied for.
* When a unit of competency completed at the College in another qualification has the same Unit Code, and Title, as that required in a second qualification.
* When the unit of competency or unit of study, completed falls within the Educational Pathways Policy – VET timeframe of three year currency of skills and knowledge for Credit Transfers.

Advanced Standing Limit

Where approval of a course is dependent on meeting regulatory or professional body requirements regarding quality, content and/or delivery mode, the College reserves the right to uphold these requirements by limiting conferral of advanced standing.

Advanced Standing for Exemptions

#### Advanced standing will only be given for units of competency and/or units of study 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.

When to apply

Application for VET educational pathway advanced standing must be made at least 20 working days prior to census date of the relevant subject to permit processing, decision making and communication of the result to the student. In general, students are advised to discuss advanced standing with the Admissions staff before enrolling.

Application Process

**Assess your eligibility for Credit Transfer**

**I**t is the responsibility of the student to confirm the units of competency and/or units of study that they are applying for are the same as those having been completed.

* Go to the College website <http://www.endeavour.edu.au/subject-outlines> and become familiar with the units of competency within the units of study you wish to apply advanced standing to – check that all Elements and Performance Criteria within the units of competency studied and those being applied for via advanced standing, are the same.

**Compile your Evidence**

* It is very important that you make an effort to present your application in a manner that facilitates assessment.
* A certified copy of an Academic Transcript, Competency Statement showing Tertiary Institution where study was undertaken, and showing unit of competency, unit of study results including the year of study.
* If evidence is supplied by the student in a previous name, students must supply certified copies of documentary evidence of change of name.
* Where evidence is in a language other than English, the applicant must provide a translation by an accredited translator.
* Save all documents to a USB stick including completed and scanned SECTION A of this form with Applicant Details and Application Checklist and post to **Educational Pathways Department, Endeavour College of Natural Health, Level 2, 269 Wickham St, Fortitude Valley, Brisbane, QLD 4006**.
* Incomplete applications will be return unassessed.
* Faxed applications will not be accepted.

Notification

Educational Pathways staff will inform students of receipt of the Credit Transfer – VET to VET application. Students will be informed by Educational Pathways staff of the outcome of their application; if the application has been denied reasons given by the Pathway Assessor for the application being unsuccessful will be given. Students may be required to undertake challenge assessments, and will be notified of this by the Educational Pathways staff.

Appealing a decision

If the Applicant thinks the Credit Transfer process was not handled in accordance with College policy or the above-mentioned guidelines, they may appeal the outcome through the College grievance process. Refer to [*Grievance Policy – Higher Education and VET*](https://source.endeavourlearninggroup.com.au/Public%20Documents%20Library/DOCID-3-292.pdf)*.*