

# Credit Transfer Application



## Evidence requirements

**Electronic evidence.** An applicant will be required to provide the RTO with access to their USI to access the student's USI VET transcript, to identify any units of competency which are eligible for credit transfer. This only applies to units of competency that were awarded from 1<sup>st</sup> January 2015.

For units of competency that were awarded prior to 1<sup>st</sup> January 2015, please refer below.

**Hard copy evidence.** Where a unit of competency has not yet been added to a student's USI, or is from a qualification pre-dating the USI registry, an applicant will be required to present their statement of attainment or qualification record of results to Racing Queensland (RQ). These documents will provide the detail of what units of competency the applicant has been previously issued.

## Credit transfer guidelines

The following guidelines are to be followed when an application for credit transfer is received:

- Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
- Students may not apply for credit transfer for units of competency or qualification which are not included in our scope of registration, or those which are prevented by licensing or regulatory requirements or the training product.
- Whilst students may apply for credit transfer at any time, they are requested in pre-enrolment information to apply before commencing a course. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- Applications for credit transfer submitted after the student has commenced the course will not be accepted. This is because, administering a credit transfer application after the course has commenced causes quite significant disruption to the planned training programme and also in relation to the payment of fees.
- The student does not incur any fees for credit transfer, and RQ do not receive any funding when credit transfer is granted.
- Credit transfer may only be awarded for whole units of competency. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and the applicant will be advised to seek recognition of prior learning.
- Credit transfer will only be issued when the student's enrolment includes at least one other unit of competency for which the student is participating in training or is seeking recognition. Student may not enrol only for credit transfer.
- The recognition of a unit of competency under a credit transfer arrangement is not contingent on the applicant demonstrating their currency.

## When unit codes and titles are different

- If credit transfer is being sought for a unit of competency which has a different title or code, then it is necessary to establish the equivalence status between the unit held and the unit being sought. In many cases this information can be found in the mapping guide published on the National Training Register [www.training.gov.au](http://www.training.gov.au).
- Note: Mapping notes within the National Training Register are sometimes very clear and in general will use language such as "not equivalent" or "Is superseded by and is equivalent to,." In some cases, there will appear to be no direction, and this may be because the unit is new and has no previous version of the unit. In some cases, it will say words to the effect: "Is superseded by:" without any clarification about the equivalence status. In these cases, the new unit should be considered as not equivalent.



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- To identify the equivalent status using the national training register, navigate to the unit of competency and select the information icon adjacent to the “Usage recommendation” section as show below:

Unit of competency |  yes Show history

**CHCDIV001** Work with diverse people

Usage recommendation Current 06/Aug/2015 i

Release 1 Current 06/Aug/2015

- The above image shows the information icon that should be selected to identify the equivalent status of the unit of competency to units which have been superseded.

Unit of competency |  yes Show history

**CHCDIV001** Work with diverse people

Usage recommendation Current 06/Aug/2015 i

Supersedes:  
CHCCS405A - not equivalent  
HLTHIR403C - not equivalent

Release 1 Current 06/Aug/2015

- The above image shows the displayed information of the equivalent status of the unit of competency to units which have been superseded.
- If there is no mapping available, the unit is deemed not equivalent, and RQ are not to recognise the unit through credit transfer. In these circumstances, the applicant should be referred for potential Gap Training or RPL assessment



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Full Name:	
RQ location:	
<b>Applicant information</b> <p>The following guidelines apply to applications for national recognition to RQ:</p> <ul style="list-style-type: none"><li>– National recognition is the recognition of learning achieved through formal education and training. Qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs.</li><li>– Any student is entitled to apply for national recognition in a course or qualification in which they are currently enrolled.</li><li>– Students may not apply for national recognition for units of competence or qualification which are not included in RQ scope of registration.</li><li>– Whilst students may apply for national recognition at any time, they are encouraged to apply before commencing a training program.</li><li>– The student does not incur any fees for national recognition and RQ does not receive any funding when national recognition is granted.</li><li>– National recognition may only be awarded for whole units of competence.</li><li>– National recognition will only be issued when the student's enrolment includes at least one other unit of competence for which the student is participating in training or is seeking recognition. Student may not enrol only for national recognition.</li></ul>	
To apply for national recognition, the applicant must complete and submit the following documentation to RQ: <ul style="list-style-type: none"><li><input type="checkbox"/> Credit Transfer Application Form (this form)</li><li><input type="checkbox"/> A copy of the Qualification or Statement of Attainment</li><li><input type="checkbox"/> Student Enrolment Form</li></ul>	
Course title of current or intended enrolment:	
Institution where previous training was conducted:	
On what basis is national recognition is claimed (under which funding)?	



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Units previously completed <i>(presented on Qualification or Statement of Attainment)</i>		Equivalent Units for Credit <i>(Mapped with National Training Register)</i>		Official use only
Unit Code	Unit Title	Unit Code	Unit Title	Approved / Not approved / Remarks /

This section: RQ Use Only

Provide a summary of how the evidence submitted for the credit transfer application was authenticated:

By signing this form, I certify that the information provided is true and correct.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

RQ Authorised Representative Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

