APPLICATION FOR CREDIT TRANSFER THROUGH PREVIOUS QUALIFICATION

INFORMATION FOR THE APPLICANT

Credit Transfer application form is provided to prospective students as part of the pre-registration process. This form is also available to all students at all times and can be downloaded from our website at www.apsi.edu.au. The form should be submitted at the time when you submit your application for the course.

APPLICATION PROCEDURE

When to Apply

- All prospective students are offered an opportunity to apply for Course Credit Transfer during the enrolment process
- When you complete APSI student Application Form, you must indicate your intention to apply for Course Credit Transfer.

Cost of this application

Application for credit transfer based on Australian qualifications issued by a Registered Training Organisation (RTO) in Australia is **FREE**.

How to apply

- Refer to Course Information on our website which lists all units of competency with unit codes, and unit names for the qualification. You also can obtain a list of all units for the qualification from student services.
- You must follow the instructions on this form and attach a certified copy of all supporting evidence, i.e. academic transcripts, certificates, statements of attainment.
- Please note APSI only grants Credit Transfer to qualifications and statements of attainment issued by another RTO in Australia with the same unit name and unit code.

How to Submit

- After completing this form and attaching your evidence, please submit this form along with your online application to the Admissions Office at APSI.

How long will it take?

- It will take a minimum of 10 working days to assess your application.

Australian Professional Skills Institute
Unit 12, Wellington Fair, 40 Lord Street, East Perth, WA 6004, Australia
Tel: +61-8-63654386   Email: info@apsi.edu.au
www.apsi.edu.au
R:_Admissions\Application Form\Credit Transfer\APSI Application Form for Credit Transfer v1.3 Dec 2020.pdf
Author: HD
Document updated: Dec 2020

How will I know the results?

- Course Coordinator will assess your application and will notify you in writing within 14 days if Credit Transfer is granted in writing. An official notification letter will be emailed to you with details of the new course duration and fees.
- If you are granted credit transfer, the result for the unit will be noted as credit transfer on your record of results.
- If you are an international student, your course duration may be shortened due to the credit transfer and it may affect the duration of your visa if you are studying under a student visa.
- Due to the scheduling of the delivery plan, APSI has the discretion to offer you the standard duration of the course.
- The reduction in course duration as a result of the credit transfer will be noted in your Confirmation of Enrolment and Department of Immigration will be informed on the new course duration via a variation in CoE.
- If you are a government funded student, the unit fee and resource fee for this unit will be waived and a revised enrolment invoice will be issued to you for credit transfer.

What if you disagree?

- If you do not agree with the decision of the Institute you are welcome to use the Institute's appeal procedure and apply for an appeal or involve an independent third party to review your application. In this case the third party would need to be a qualified Assessor/trainer (Certificate IV in Training and Assessment) and have an academic qualification equivalent to the level being considered. If you cannot organise this assessor the Institute will organise one for you.

You must submit the following documents to support our application:

- Certified or original copies of all academic qualifications and statements of attainment from other RTOs.

In case you can not upload this form to your online application, please email this form to info@apsi.edu.au. Any Credit Transfer form submitted after course commencement will only be considered at the discretion of management.

Please keep this copy as proof of credit application submission.

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Student Full Name:

Student USI Number:

Qualification Code: Course Start Date:

Qualification Name:

Exemptions can only be granted for the previous attainment of exactly the same competency unit as listed on APSI's course information flyer or website.

APSI unit of Competency (UoC)/ Qualification	Previous Qualification / UoC	Issuing RTO	Evidence attached

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Applicant Declaration

I declare that to the best of my knowledge the information supplied in this application is correct and complete. I acknowledge that the provision of incorrect information or documentation relating to my application may result in withdrawal of any offer of a place and that such withdrawal may take effect at any stage of the course at the discretion of the Institute. By signing on the application form, I confirm that I understand the terms and conditions associated with this credit transfer application.

Signature of applicant: _____

Date of submission: _____

Office Use Only:

☐ Certificated Academic transcript attached

☐ APSI List of units for the qualification attached

☐ Course coordinator signed off and approved

☐ Put Credit Transfer on old timetable/ Issue new timetable to the student via WiseNET

☐ Remove from class list on the day the unit is delivered. If it is a cluster of units, student still needs to attend the class

☐ Enter Credit Transfer outcome code (60) for int students or (09) to PIT funded students in WiseNET. Remove unit fee and resource fee for govt funded. Remove nominal hours if it is FFS.

☐ Merge Official outcome notification letter in WiseNET and email to student and cc Trainer.

☐ For International student and FFS, apply $100 discount per unit to the last invoice in XERO.

☐ For government funded student, remove the unit hourly fee and resource fee, merge a new enrolment invoice and email the new invoice to student. Adjust the final fees on student invoice in XERO and resent all invoices to student with new enrolment invoice.

Checklist completed by: _____

Date:_____   ☐ Copy in student file

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