



## Student credit transfer application form

### Purpose

This form is used in the process of applying for unit(s) completed at another Australian Registered Training Organisation (RTO) and obtaining Credit Transfer (CT) at Australian National Institute of Business and Technology (ANIBT) as well as to fulfill the requirements of the Australian Quality Framework (AQF) and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students.

**Credit transfer** is the recognition of previously completed formal training and/or qualifications.

Credit Transfers can be granted under any of the following circumstances:

1. Under the principles of **National Recognition** a student is granted an **automatic** credit for any unit that they successfully completed at any other Registered Training Organisation (RTO).
2. When the unit has **exactly** the same code and title, even if it is not from the same Training Package.
3. When the unit has been **reviewed** and this has resulted in minor changes to the unit code or title eg. A code to B code. This indicates that the outcomes of the unit have remained substantially the same and there is at least 80% commonality with the original unit.
4. When the unit has been **transferred** from another Training Package/curriculum and recoded, however the learning outcomes remain the same.
5. Completed units at another RTO, within the AQF and from the same training package where those units are not included in the qualification/course in which they are enrolled, however, still meet the packaging rules.

### How to apply

Complete this application form and lodge it along with certified copies of any relevant supporting documentation to ANIBT office.

### When to apply

The form should be lodged prior to the relevant census date for the semester in which you wish to be granted credit.

### Supporting documentation

Please attach a certified copy of any relevant certificates and/ or transcripts of results for any formal studies that you have completed, along with any other relevant information that may support your application.

**Qualification/Course code**.....

ANIBT FORMS updated October 1<sup>st</sup> 2013 DCS CC

Review January 2014



**Qualification/Course name** .....

**Family name** .....

**Given names** .....

**Address** .....

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**Contact phone numbers** .....

**Previous Studies**

**Name of institution** .....

**Name of qualification** .....

**(attach a photocopy of the relevant Qualification or Statement of Attainment)**

**National Recognition** - The Institute will accept and mutually recognise the AQF Qualifications and Statements of Attainment awarded by any other Australian RTO.



**Competency based on Credit Transfer has been granted for the following Units**

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Assessor signature .....Date

Student signature .....Date