

National Recognition (Credit Transfer) Application Form

Family name:	Date:
Given name:	Student ID
Address:	Mobile No:
	Phone No

National or State course code and name of unit for which you are applying for credit

Unit of competency Code	Unit of competency title	Year issued	Issuing RTO	Master Plumbers Code equivalent	Credit accepted Yes/ No

I authorise Master Plumbers to obtain verification of any statements or documents included as part of this application and to reproduce any attachments provided with this form for administrative purposes only. I acknowledge it is my responsibility to submit this application in sufficient time for processing prior to any enrolled unit. I understand I must attend all enrolled classes until I receive notification of the outcome of this application. I hereby certify that the information provided in this application is true and correct.

Signature of applicant: _____

Please keep a copy of this application and supporting documentation for your records.

OFFICE USE ONLY						
AUTHORISED BY:	Print Name		Signature		Date	
CT PROCESSED BY:	Print Name		Signature		Date	

IMPORTANT INFORMATION

Principles of credit transfer (CT)

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. There is no charge for processing of Credit Transfer.

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications (from <http://www.aqf.edu.au/>).

National Recognition (Credit Transfer) permits a Registered Training Provider (RTO) to make a judgement based on previous education or training in a similar field or topic towards part of another qualification. Credit transfer is granted where the learning outcome, discipline content and assessment requirements of the individual components of one qualification are equivalent to the learning outcomes, discipline content and assessment requirements of the individual components of another qualification. You will need original transcripts of results or Statements of Attainment to support your request for credit.

A photocopy of an original document can be certified (signed and dated) as a true copy of the original document by an authorised person (i.e. Justice of the Peace, police officer, doctor, accountant, school principal, bank manager etc.). This person must sight both the original and the photocopy. You may be asked to show the original documents at a later stage. Photographs or uncertified copies will not be accepted.

Procedure:

- Credit transfer applications are to be made using the National Recognition (Credit Transfer) application form.
- Applicants must supply Master Plumbers an original or certified copy of the Statement of Attainment that states the applicant's name, units satisfactorily completed and verifiable identification as to the issuing RTO.
- The Training Manager will check the Award or Statement of Attainment and grant credit transfers for identical units that have been identified as being completed at another Registered Training Organisation.
- The Training Manager will undertake mapping of competencies outlined on previously awarded certificates or Statements of Attainment against qualifications or competencies currently being sought.
- Verified copies of Qualifications and Statements of Attainment used as the basis for granting credit transfer will be retained on applicant's file.
- The RTO Training Manager will advise the learner of the outcome, including the learner's right to appeal the decision of the trainer/assessor if the learner is not satisfied with the outcome.
- Granting of a credit transfer (CT) will be recorded as a unit outcome in your file and on the student records management system.