



Student Credit Transfer Application Form

RAC Student Number:

Student Full Name:

What is a Credit Transfer?

The Redcliffe Aero Club (RTO No. 40971) offers students recognition for the Nationally Accredited Qualifications and Statement of Attainments that they have previously achieved by providing a "Credit Transfer" option.

How do I know I am Eligible for a Credit Transfer?

A Credit Transfer application evaluation process will determine if a student can be granted a Credit Transfer for one or multiple units of competency.

If successfully authenticated and current then granted this prevents the student from enrolling and completing units of competency /modules that they recently already completed, as long as the previously completed units of competency remain current and/or have been superseded but they are still considered current.

A Credit Transfer would commonly be granted when a unit/ module you have recently completed with a Nationally Accredited Registered Training Organisation (RTO). This can The Redcliffe Aero Club or another Registered Training Organisation (e.g. TAFE, BASair etc.) and this unit of competency /module is included as a unit/module in the course you wish to enroll in.

How do I submit a Credit Transfer?

- 1) Print and Complete this form enter your personal details on page two and the details you wish to apply credit for in the table on page three.
- 2) Include a copy of your previously completed Qualifications or Statement of Attainment
This will need to be a certified copy by a Justice of the Peace *
- 3) Log into the www.usi.gov.au portal and authorize the "The Redcliffe Aero Club" to access your USI transcripts.
- 4) Scan and attach your JP copied Qualifications and your completed form and email to RTO@redcliffeaeroclub.com.au

What happens after I email my application?

Once your Credit Transfer Application has been received by the administration team your application will be emailed to our RTO Co-Ordinator.

Who evaluates my application?

All Redcliffe Aero Club Credit Transfer Applications are transferred to our RTO Co-Ordinator who is a qualified Trainer & Assessor. The RTO Co-Ordinator will then evaluate your application in accordance with Australian Government Legislation and RTO Guidelines.

Further Information regarding Training Packages, Qualifications, Accredited Courses, Units of Competency and Superseded and equivalent Qualification can be found at www.training.gov.au



How is my previous certificate Validated as part of my Credit Transfer Application?

A RTO team member will check www.training.gov to determine if the RTO that you previously studied at is still registered, if so we will send through a specific templated email to the contact details outlined on www.training.gov for the previous RTO and include a release of privacy information form and a Justice of the peace certified copy of your previous qualifications, we then request that they validate and authenticate your certificate. We request them to send through this ASAP however many RTO's will take approximately 7 days to return this information, should we not receive this within 7 days we will call and follow up with another email. At this time, we would also advise you that the Credit transfer application process has been delayed due to awaiting evidence from your previous RTO.

If your previous RTO has for some reason be de registered or is no longer trading, then we are required to contact ASQA for them to investigate the authenticity of our certificate / qualification and may take up to 4-6 weeks. Should this be the case the RTO team will advise the students as soon as possible. This may result in a student having to defer their course commencement or potentially be re assessed for units of competency that have been previously completed.

This is evaluated on a case by case basis and the RTO Co Ordinator can provide you with further clarification and guidance if this situation is identified.

How long will it be before I know if my application is successful?

You will receive confirmation via email within 10 Business days of receiving your application notification email, individual times will vary depending on third party interactions with other RTO's.

How much does my Credit Transfer Application cost?

The Redcliffe Aero Club is committed to giving all students access to the Credit Transfer process and provides you the opportunity to submit a Credit Transfer Application free of charge. However, please note would be a cost associated with other units / modules within the course you enroll in.

By Signing Below, I acknowledge and accept credit has been approved for the above – mentioned units.

Student Name:	
Student Signature:	
Date:	

OFFICE USE ONLY	
Trainer & Assessor or RTO Representative	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No RTO Representative Name: RTO Representative Position: RTO Co-Ordinator Trainer / Assessor Authentication method used: RTO Representative Signature: _____ Date: _____

Student Name:		Student Number:	
Residential Address:			
Contact Mobile:			
Email :			
Are you submitting Evidence?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Student Previously Completed :		Credit Transfer Application covers:	
Qualification:		Qualification:	
RTO Name / Number:			
RTO Currency:			

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