



## 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 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recently already completed, as long as the previously completed units of competency remain current and/or have been superseded but they are still considered current.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 one and the details you wish to apply credit for in the table on page four.
- 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) Scan and attach your JP copied Qualifications and your completed form and email to [info@redcliffeaeroclub.com.au](mailto:info@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 will allocate a Nationally Accredited Assessor. The Assessor 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Further Information regarding Training Packages, Qualifications, Accredited Courses, Units of Competency and Superseded and equivalent Qualification can be found at [www.training.gov.au](http://www.training.gov.au)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.au](http://www.training.gov.au) 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.au](http://www.training.gov.au) 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.

<b>Student Name:</b>	
<b>Student Signature:</b>	
<b>Date:</b>	



Previous units completed	Unit of Competency		Training.gov current v or X	Training.gov Unit superseded but equivalent v or X	Approved Y/N
	Code	Name			
	AVIE0006	Maintain Aircraft Radio Communications	Core		
	AVIF0026	Implement Aviation Risk Management Processes	Core		
	AVIF0027	Implement Aviation Fatigue Risk Management Processes	Core		
	AVIF0029	Implement Threat and Error Management Strategies	Core		
	AVIF0030	Manage Safe Flight Operations	Core		
	AVIF0033	Manage Aircraft Passengers and Cargo	Core		
	AVIF0035	Manage Human Factors in Aviation Operations	Core		
	AVIH0010	Plan a Flight Under Visual Flight Rules	Core		
	AVIH0014	Navigate Aircraft Under Visual Flight Rules	Core		
	AVILIC0003	Licence to Operate a Commercial Aeroplane	Core		
	AVIO0017	Manage Disruptive Behaviour and Unlawful Interference with Aviation	Core		
	AVIW0029	Manage Pre- and Post-Flight Actions	Core		
	AVIW0032	Operate and Manage Aircraft Systems	Core		
	AVIY0033	Operate Aircraft using Aircraft Flight Instruments	Core		
	AVIY0034	Operate in Controlled Airspace	Core		
	AVIY0035	Operate in Class G Airspace	Core		
	AVIY0036	Operate at Non-Towered Aerodromes	Core		
	AVIY0037	Operate at a Controlled Aerodrome	Core		
	AVIY0040	Apply Aeronautical Knowledge to Aviation Operations	Core		
	AVIY0041	Apply the Principles of Civil Air Law to Aviation Operations	Core		
	AVIY0046	Execute Advanced Aeroplane Manoeuvres and Procedures	Core		
	AVIY0047	Manage Abnormal Aeroplane Flight Situations	Core		
	AVIY0054	Control Aeroplane on the Ground	Core		
	AVIY0055	Take-Off Aeroplane	Core		
	AVIY0056	Control Aeroplane in Normal Flight	Core		
	AVIY0057	Land Aeroplane	Core		
	AVIY0058	Manage Aircraft Fuel	Core		
	AVIZ0006	Manage Situational Awareness in Aircraft Flight	Core		
	AVIH0015	Plan a Flight Under Night Visual Flight Rules	Elective		



THE REDCLIFFE AERO CLUB

## OFFICE USE ONLY

Email sent to: Contact details / Position of personnel	
Email sent / date / day/ time	Attach email sent to RTO Representative
Confirmation received: Date/ day / time	
Confirmation Authority person / Position:	
Units of competency granted for Credit transfer application (List all units applicable)	
Trainer & Assessor or RTO Representative	<p>Approved    <input checked="" type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>RTO Representative Name: <b>Lauree Skene-Gordon</b></p> <p>RTO Representative Position: <b>RTO Co-Ordinator</b></p> <p>RTO Representative Signature: _____</p> <p>Date: _____</p>