



## The Redcliffe Aero Club Credit Transfer Application Process

### RAC to RAC Credit Transfer

<u>Task</u>	<u>Action</u>	<u>Time Frame</u>	<u>Actioned by</u>
1.	Student completes Credit transfer application form and submits to RTO Co-Ordinator. Via email <a href="mailto:info@redcliffeaeroclub.com.au">info@redcliffeaeroclub.com.au</a> . RTO Co-Ordinator will JP Certify a colour Copy of their previous qualification and put it together with their file. With a RAC to RAC Credit Transfer Application the student is not required to action anything. RTO Co-Ordinator will action on their behalf, this could take 5-10 business days.	Same day  5-10 business days	Student  RTO Co-Ordinator
2.	RAC to RAC CT application, an amendment will need to be made to students Training Plan and to their VET Student Loan spreadsheets. Credit Transfer Units will need to be recorded in the student management system.	5-10 business days	Admin Team

### Other RTO to RAC Credit Transfer

<u>Task</u>	<u>Action</u>	<u>Timeframe</u>	<u>Actioned by</u>
1.	Student completes Credit Transfer Application form and gets a colour copy of previous qualifications JP Certified and then submits to RTO Co-Ordinator. Via email <a href="mailto:info@redcliffeaeroclub.com.au">info@redcliffeaeroclub.com.au</a> . Receive CT Application form / JP documents from student. Conduct quality check on application and confirm if all complete.	2 business days	RTO Co-Ordinator
2.	If student's application is incomplete, then the RTO Co-Ordinator will send appropriate email to student advising that application is incomplete and what action needs to be amended to make it complete.	2 business days	RTO Co-Ordinator
3.	Determine what previous RTO has issued qualifications, if they are one of the below you will need to do additional steps or various steps. If RTO is one of the below then this may be able to be verified on their website, please try this first. Allen's Training <a href="https://www.paradisefirstaid.com.au/validate/">https://www.paradisefirstaid.com.au/validate/</a> Paradise First Aid <a href="https://www.allenstraining.com.au/students/student-certificates/validate-your-certificate.aspx">https://www.allenstraining.com.au/students/student-certificates/validate-your-certificate.aspx</a> TAFE QLD <a href="http://tafe.qld.gov.au/about-us/awards-verification.php">http://tafe.qld.gov.au/about-us/awards-verification.php</a>	Within 5 business days after receiving application	RTO Co-Ordinator



6.	If student qualification will not validate on above websites, then continue process by sending email to RTO as per instructions.	Within 5 business days after receiving application	RTO Co-Ordinator
7.	If RTO is no longer current and has closed down, then an email will need to be sent to ASQA requesting assistance. Please use templates provided: Email to <a href="mailto:enquiries@asqa.gov.au">enquiries@asqa.gov.au</a> <u>RAC Certificate Verification ASQA Request – Training Organisation – Student Name</u> <u>CC Trainer in Email</u> <u>Make note in student management system</u>	ASQA	Government
8.	If you are able to gain validation from the website Generating of Certificate Validation from website:  Once you have the positive certificate verification on website then snip and save document to Students file Student last name, first name_ Student no - Certificate Verification – 00.00.2020 Then create a Student management system note message  Email student advising confirmation has been gained. <u>RAC Credit Transfer Application Update Email – Student Name – 00.00.2020</u> <u>CC Trainer in Email</u>	Within 5 business days after receiving application	RTO Co-Ordinator
9.	If there is a delay in response from ASQA or RTO then please send email below and make file note in Student management system  <u>RAC Credit Transfer Application Email – To student - Delay</u> <u>CC Trainer in Email</u>	Within 5 business days after receiving application	RTO Co-Ordinator
10.	Once Certificate Validation has been received via email then save document as RTO name. Certificate Verification Confirmation. Student Name 00.00.2020 Then create a file note in Student Management System using below template then ensure document is attached. <u>Credit Transfer Application – Verification Received – Student Name 00.00.2020</u>	Within 5 business days after receiving application	RTO Co-Ordinator
11.	Once RAC receives the Certificate Verification from the previous RTO an amendment will need to be made to students training plan and to their VET Student Loan spreadsheets. Credit Transfer Units will need to be recorded in the Student Management System.	5-10 business days	Admin Team