

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 evaluation process will determine if a student can be granted a Credit Transfer and therefore prevent the student from enrolling and completing units of competency /modules that they recently completed.

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

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 Coordinator.

Who evaluates my application?

All Redcliffe Aero Club credit transfer applications are transferred to our RTO Coordinator 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Further Information regarding Training packages, Qualifications, Accredited courses, Units of competency and Superseded and equivalent Qualification can be found at www.training.gov.au

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.

How much does my credit transfer application cost?

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No RTO Representative name: Lauree Skene-Gordon RTO Representative position: RTO Coordinator RTO Representative Signature: _____ Date: 11/04/2018
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Student Name:		Student Number:	
Address:			
Contact Mobile:			
Email :			
Are you submitting Evidence?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Student Previous Result:	Credit Transfer To:
Qualification:	Qualification:

Unit of Competency		Year Achieved	Unit of Competency		Training.gov	Approved Y/N
Code	Name		Code	Name		
