



SHAFSTON TRAINING ONE PTY LTD
SHAFSTON HOUSE COLLEGE

CR

CREDIT

AND

CT

CREDIT TRANSFER

COURSE CREDIT *The granting of exemption or credit by a Registered Training Organisation (RTO) to students for units of competency completed under accredited training from another Training Organisation where the Unit code is different.*

CREDIT TRANSFER *for a Unit of Competency previously successfully completed at another Australian Registered Training Organisation. Unit of Competence has already been achieved on an Official Academic Transcript where Unit code is the same.*



Course Credit Application Form

If the applicant is seeking credit for Units of Competence whether by Credit or Credit Transfer the following form must be completed and submitted to the SHAFSTON Admissions Team. The completed documents can be posted to: Shafston Admissions Team, 46 Thorn Street, Kangaroo Point, 4169.

Instructions: This form is composed of 4 parts.

Part 1 is a cover sheet that the applicant completes once only.

Part 2 is to be completed for Units that you are requesting to be considered for **Credit CR**. This requires the candidate to include certified Academic Transcripts for previous study and the Units they wish to apply for course credit. For Credit requests from other Institutions the student must also submit the certified Unit Study Guide issued by the Institution and it must include unit Description of the Unit, Objectives of the Unit and Assessments conducted for the Unit.

Part 3 is to be completed for the Units you are requesting to be considered for **Credit Transfer CT**. This requires the candidate to include certified Academic Transcripts for previous study completed at another registered Australian Training Organisation and the Units they wish to apply for course credit.

Part 4 is to be completed the Head of School or Course Co-ordinator with the result of the Course Credit application.

Please contact a member of the Shafston's team on 32494103 if you have any queries with this process.

Part 1 – Personal details

Student information

Surname:

First name:

Student no:

Date of birth:

Address:

Phone: (mobile)

Phone: (home)

Email Address :

Shafston Qualification/Program code and name:

e.g. SIT30807 CERTIFICATE III IN HOSPITALITY (COMMERCIAL COOKERY)

I hereby certify that the information provided and the documentation attached are true and correct

Signed:

Date:

Office use only

SHAFSTON admin contact name:

Phone:

Date received from student:

Date returned by assessor:



Part 2 - Credit application details

Must be supported with Certified Academic Transcripts and Unit Study Guide

Unit of Competence and Unit code that you are seeking Credit at Shafston	Unit/s of Competence and code you have previously completed that you believe shows Credit	Specific details you feel are relevant to the Units you are requesting Credit for	Office Use Only Result



Part 3 - Credit Transfer application details

Must be supported with Certified Academic Transcripts from another registered Australian Institution

Unit of Competence and Unit code that you are seeking Credit Transfer at Shafston	Unit of Competence and code that Competence was awarded	Institution and Course/Qualification that the Competence was awarded.	Office Use Only Result

