

# Higher Education Advanced Standing – Credit Transfer Application



**Note:** This form is to be used by current higher education students when applying for credit transfer from previous studies.

Completion of this form does not guarantee you credit towards your course. If there is insufficient information or if your qualifications are older than 10 years, your application for credit may be refused.

## APPLICATION FOR CREDIT TRANSFER – ABOUT THIS FORM (PLEASE COMPLETE ALL QUESTIONS AND SECTIONS)

This form should be used by TAFE Queensland higher education students seeking credit transfer for units of study in TAFE Queensland higher education courses.

When applying for credit transfer, an original or certified true copy/copies of your academic results and unit syllabus (unit synopsis/overview, graded assessment, textbooks used) for the year the unit was studied is required for all Units of Study that have not been completed at TAFE Queensland. Credit for unit(s) of study that have been awarded by another provider cannot be re-used as credit into a TAFE Queensland higher education course i.e. a credit for a unit which was originally credited at the Queensland University of Technology **cannot** form the basis for a credit of a unit at TAFE Queensland. TAFE Queensland would need to see the original evidence for the unit of study that the credit transfer is being sought.

You will receive written notification from your faculty regarding the outcome of your credit application. Applicants should enrol in units of study with the assumption that credit has not been granted until notified otherwise. A student **will not** be able to enrol in Unit(s) of Study that require completion of the unit that is the subject of a Credit Transfer Application.

### Time Limits

Please note that formal study/qualifications undertaken 10 or more years ago **will not** be considered for credit transfer.

### Credit Transfer Limits

The maximum credit allowed towards an award will be determined by the minimum amount required of a student to complete the award at TAFE Queensland, where the amount is:

- Unique to the award, having not been used towards the completion of another award; and
- Made up of units or components undertaken as part of the student's enrolment at TAFE Queensland.

TAFE QUEENSLAND Award Length	Minimum Requirement	Application
<b>Less than 3 years full time</b>	Student must complete a minimum of the equivalent of 50% of the total credit point load of the Award at TAFE Queensland	<i>Units in an award are 10 credit points each unless otherwise specified.</i>
<b>3 years full time</b>	Student must complete a minimum of the equivalent of 1 full time year of the Award at TAFE Queensland	<i>e.g. Student must complete 80 credit points of the Award at TAFE Queensland</i>
<b>4 years full time</b>	Student must complete a minimum of the equivalent of 1.5 full time years of the Award at TAFE Queensland	<i>e.g. Student must complete 120 credit points of the Award at TAFE Queensland</i>

### Visa Compliance for Onshore International Students

Onshore international students are required to complete their studies within the expected program duration and undertake the required study load each semester (unless you have received an approved reduced study load). If you are granted a credit transfer or RPL for a number of units, this may change your expected course duration and TAFE Queensland is required to advise the Department of Home Affairs – Immigration

For assistance with completing this form please contact [highered@tafeqld.edu.au](mailto:highered@tafeqld.edu.au).

## Credit Transfer – Higher Education

### How to Apply

Complete this application form and lodge it along with Certified True Copies of any relevant supporting documentation to [highered@tafeqld.edu.au](mailto:highered@tafeqld.edu.au). If lodging in person, please bring original documents with you. If lodging online or in person, all Certified True Copies must be formally received by TAFE Queensland prior to any credit(s) for unit(s) of study being accredited to the applicant.

### When to Apply

This form should be lodged **prior to the published Census date** in the semester in which you are applying for credit.

### Supporting Documentation

Each Unit of Study for which the applicant is applying for a credit transfer must be accompanied by three (3) supporting documents. All documentation submitted as part of the credit transfer process will be recorded and kept in accordance with TAFE Queensland policies and procedures, in the event the credit transfer application is audited.

Please attach **Certified True Copies** of:

- (1) Official academic transcript;
  - (2) Qualifications awarded or Australian Higher Education Graduation Statement (AHEGS);
  - (3) A unit syllabus for each Unit of Study for which you are applying for a credit transfer.
    - Please note, if you do not have a unit synopsis for the unit of study you may attach a:
      - Unit synopsis;
      - Unit study guide; or
      - Copies of all graded assessment and details of required textbooks for that Unit of Study.
- For domestic students presenting overseas qualifications, the Admissions Officer will refer students to the Department of Employment, Small Business and Training [Overseas Qualification Recognition Unit](#) to have the overseas qualification initially assessed for general equivalency to Australian qualifications at the AQF level.
  - For international students presenting overseas qualifications, the Admissions Team, TAFE Queensland International to have the overseas qualification initially assessed for general equivalency to Australian qualifications at the AQF level. A screenshot or printout of the search results must be recorded. Overseas qualifications must be translated into English language prior to submitting a credit transfer application.

You do not need to supply a transcript of results for any studies completed at TAFE Queensland.

### Application Processing

Applications for credit transfers will normally be assessed within ten working days where there are current precedents. A longer period may be required if a new assessment is required, particularly at peak admission and enrolment times.

### Credit Transfer Fees

There is no fee attached to higher education credit transfer applications.

### Outcome

Once the assessment process is completed, your faculty will notify you in writing of the outcome.

<b>APPLICANT DETAILS (PLEASE USE BLOCK LETTERS AND PRINT YOUR NAME IN FULL)</b>			
TAFE Student Number (if known)		Date of Birth:	/ /
First Name		<i>(The name recorded to the left should be as shown on the following documents – Australian Passport, Australian Driver Licence, Australian Birth Certificate, Medicare Card, Visa (with Non-Australian Passport). For international students: (Certificate of Registration by Descent, Citizenship Certificate, ImmiCard).</i>	
Last Name			
Preferred Name		Previous Last Name (if any – e.g. maiden name)	

<b>CONTACT DETAILS</b>					
Mobile Number		Home Phone		Work Phone	
Email Address					
Home Address - (If you are an overseas student, you must supply your overseas address in this section)					
State		Country		Post Code	
Mailing Address - (Please write 'As Above' if same as home address)					
State		Country		Post Code	
Temporary Study Address - (If you are an overseas student, you must provide your Australian address in this section)					
State		Country		Post Code	
Effective from / / to / /					

<b>PRIVACY STATEMENT</b>
<p>TAFE Queensland is collecting your personal information in accordance with the TAFE Queensland Act 2013 to manage your enrolment, training progress, and administration.</p> <p>The information being sought in this form is collected for the purposes of processing your application and to supply you education services. The information will be held by TAFE Queensland and may be accessed and used by people employed or engaged by TAFE Queensland. The provision of the information is voluntary, but if the information is not provided, TAFE Queensland may be unable to process your application or provide services to you. You have a right to access and make corrections to your personal information, subject to any exceptions in relevant legislation. Please direct any enquiries you may have in relation to privacy to a TAFE Queensland Customer Service Centre.</p> <p>For example: For specific cohorts of students and as a matter of routine, your personal information (including attendance details, progress, and results) will be disclosed to the following people and organisations:</p> <ul style="list-style-type: none"> <li>• If you are enrolled with TAFE Queensland and undertaking training with another organisation (including other training providers, community organisations, or schools) – The organisation with which you are undertaking training.</li> <li>• If you are under the age of 18 – Your parent/guardian (unless you have formally advised TAFE Queensland not to provide this information).</li> <li>• If you are an international student – The parties outlined in the terms and conditions agreed upon accepting a place with TAFE Queensland.</li> </ul> <p>Personal information collected may also be disclosed to third parties with your consent or as permitted or required by law.</p> <p>Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed, or have a concern or complaint about the way your personal information has been collected, used, stored, or disclosed, please contact a TAFE Queensland Customer Service Centre or your teacher.</p> <p>For students who require assistance in reading and understanding this Privacy Statement, please contact a TAFE Queensland Customer Service Centre prior to enrolling.</p>

UNIT(S) OF STUDY (Which unit(s) of study do you want credit transfer in?)				
Institution / Provider	Unit Studied Code	Units Studied Title	TAFE Queensland Unit Code	Attachments (must be Certified True Copies)
University of Southern Queensland	ENM1600	Engineering Mathematics	CEA1111	<ul style="list-style-type: none"> <li>• Official Academic Transcript - Attachment A</li> <li>• Qualification Award - Attachment B</li> <li>• Unit syllabus - Attachment C</li> </ul>
Please insert additional rows if required.				
APPLICANT DECLARATION				
<ul style="list-style-type: none"> <li>• I warrant that the information on this form is correct and complete.</li> <li>• I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcripts, might invalidate my application and that TAFE Queensland may cancel my enrolment in accordance with 105 PR Student Misconduct.</li> <li>• I have read TAFE Queensland's statement on privacy and the purposes for which my personal information will be used.</li> <li>• Should TAFE Queensland determine that I have submitted a false document, I consent to TAFE Queensland disclosing this information to other relevant tertiary institutions.</li> <li>• I authorise TAFE Queensland to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions.</li> <li>• Where necessary, TAFE Queensland may engage directly with Australian educational institutions to access this academic information. I understand that TAFE Queensland is not responsible if any educational body or institution does not supply these records. I understand that the results of the search will be made available to me upon request.</li> <li>• I agree to abide by the student rules, statutes, regulations, policies and procedures of TAFE Queensland as amended from time to time.</li> </ul>				
If under the age of 18 years, this application must be signed by a parent/guardian. This includes consent for the student to have access to the Internet through TAFE Queensland.				
Student Signature		Date	/ /	
Parent/Guardian's Signature (If student is under 18 years)		Date	/ /	
Note: Completion of this form DOES NOT guarantee credit transfers into a TAFE Queensland course. If there is insufficient space in any section of this application, please attach separate sheets of paper. Applicants will be notified in writing, with further information and instructions. Print and return this form in person or by mail to the student admissions office of the campus in which you elect to study.				

# HIGHER EDUCATION CREDIT TRANSFER MAPPING FOR UNIT EQUIVALENCE



**Note to TAFE Queensland Staff:** For credit transfers, there must be at least a 75% equivalency match or multiple units may match to one TAFE Queensland unit. The equivalency mapping is undertaken against the **learning outcomes and volume of learning** for each unit that the applicant is seeking credit for. This mapping must be attached to the application for credit transfer. If there is no demonstrable equivalency of a minimum of 75%, then RPL should be recommended. Qualifications supplied by the applicant must not be greater than 10 years old and must not be a credit of a credit for a unit. Refer to PR 147 Credit Transfer and Articulation.

## OFFICIAL USE ONLY

DETAILS OF PRIOR STUDY				DETAILS OF CURRENT STUDY	
Course Name:		Course Code:		Course Name:	
Institution Name:				Course Code:	
Did the student complete the course? <input type="checkbox"/> Yes <input type="checkbox"/> No				Is this an existing endorsed articulation unit (s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Studied Code	Units Studied Title	Year Completed	TAFE Queensland Unit code	Content Expert (Name)	I have verified equivalent unit/s as listed. I hereby state that I have retained Certified True Copies of the supporting documents
					/ /
					/ /
					/ /
					/ /
					/ /
					/ /
					/ /
					/ /

Evidence Supplied by Applicant <i>(add to list as necessary)</i>		Sighted Originals	Certified True Copies	English/Translated	Articulation Arrangement
<input type="checkbox"/>	Official Transcript	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
<input type="checkbox"/>	AHEGS/ Qualification Award	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
<input type="checkbox"/>	Unofficial Transcript/Record of Results	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
<input type="checkbox"/>	Unit Outline (must have learning outcomes)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
<input type="checkbox"/>	Assessment and Grading	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
<input type="checkbox"/>	Unit Syllabus / Equivalent	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
<input type="checkbox"/>	Other	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
<b>Please insert additional rows if required.</b>					

Approval Certification – MUST have delegation to approve this request.			
As the delegated Institute Officer, I support the Educator/Content Assessor/Specialist recommendation.			
<b>Name (Print)</b>		<b>Contact Number</b>	
<b>Signature</b>		<b>Date</b>	/ /
<b>If not approved, please state reason</b>			

OFFICE USE ONLY			
Date Received: / /	Student Number:		
Administration Officer Name:		Date Processed: / /	
Outcome Recorded in CRM/SMS:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Notified: / /	
Comments:			
International Office notified <i>International students are provided with a notification in writing in accordance with 2.4 of NCP by the International Office</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Notified: / /	