SC2.1-Credit Transfer Application Form

Section A: Personal details

Student Number:		DOB:	International Student: Yes ☐ No ☐
Family Name:		Given Names:	
Mailing Address:			
Phone Number:		Email Address:	

Section B: Brighton College Course Details

Brighton College Course Code:		Brighton College Course Name:	

On what grounds are you applying for credit?	☐ **Credit Transfer - formal learning** Complete sections: *A, B, C, E, F, G (If applicable) and H.*	☐ **Recognition of Prior Learning - life / work experience** Complete sections: *A, B, D, E, F, G (If applicable) and H.*
Evidence Requirements *Original or Certified Copies*	• Copy of completed award / qualification. • Complete Official Academic Transcripts. • Explanation of grading system used in transcripts.	• A portfolio outlining relevant life/work experience or informal study • A summary statement addressing claims for RPL Evidence to support claims (e.g., position descriptions, referee names and / or reports, professional development activities, resume, evidence of major career achievements)

Section C: Credit Transfer - Individual Subjects (CRT)

Complete this section if you wish to apply for *credit on a unit-by-unit basis*

Institution:	Course Title:				OFFICE USE ONLY		
Unit Code	Unit Name	Credit Points	Year Completed	Brighton College Unit Code	Brighton College Unit Name	CRT Granted	Assessor Signature	Date

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Trainer / Head of program Name:		**Signature:**		**Date:**	

Section D: Recognition of Prior Learning (RPL)

Complete this section if you wish to apply for credit on the basis of *recognition of prior learning*

RPL granted on basis of:			**OFFICE USE ONLY**

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Life Experience	Work Experience	Informal Learning	Brighton College Unit Code	Brighton College Unit Name	Portfolio Provided	RPL Granted	Assessor Signature	Date
					Yes☐ No ☐			
					Yes☐ No ☐			
					Yes☐ No ☐			
					Yes☐ No ☐			
					Yes☐ No ☐			

OFFICE USE ONLY					
Trainer / Head of program Name:		**Signature:**		**Date:**	

Section E: Application Payment

There is **AUD$150** charge to apply for *Credit transfer.* **Bank Details: Account Name:** Brighton College Pty Ltd; **Account Number:** 082-330 50-185-2308; **Bank Name:** National Australia Bank. (Write your name as a reference).

Fees are applicable for *Recognition of Prior Learning,* and you will be advised of these fees upon contacting us.

Section F: Applicant Checklist

I have:

☐ Provided all personal details requested at Section A.

☐ Indicated the basis under which I am applying for credit at Section B, or D for RPL and completed the appropriate section(s) of the application form.

☐ Attached relevant evidence (original / certified copy / portfolio) to support each instance of prior learning listed in my application for credit or for RPL.

☐ Signed and dated the Applicant Declaration at Section H.

☐ Attached evidence of payment.

Section G: International Students Only

If applicable, New Course End Date:

Section H: Applicant Declaration

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☐ I hereby certify that all information and evidence I have provided for this application are correct and complete. I understand that to provide incorrect information or withhold relevant information relating to my application, including academic transcripts, might invalidate my application and lead to cancellation of my enrolment at Brighton College.

☐   Should Brighton College determine that I have submitted false or misleading documentation, I consent to Brighton College disclosing this information to other relevant institutions.

☐ I have read Brighton College's Student Privacy Statement and understand the purposes for which my personal information will be used. I agree to abide by Brighton College policies and procedures.

☐ This application for academic credit will be assessed and Credit Transfer (block/specified/unspecified) and/or RPL will be approved in respect to the subjects tabled above. Once accepted, academic credit for a unit can only be amended or reversed at the discretion of the Trainer / Head of program.

Acceptance of academic credit may reduce the amount of time required to complete the course and/or limit enrolment to part-time for one or more semesters. This may, in turn, affect a domestic student's eligibility for allowance payments or an international student's compliance with visa conditions. Advice should be sought from Centrelink or the student support Office, as appropriate.

Applicant Signature:		Date:	

Section I: Approval Process

OFFICE USE ONLY				
Received by Enrolment officer:	Name and signature:		Date:	
Approved by Trainer / Head of program Name:	Name and signature:		Date:	

Section J: Notifications

Student notified by	Name and signature:		Date:	
Trainer / Head of program notified by	Name and signature:		Date:	
Student records updated by	Name and signature:		Date:	

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Applicant information

The following guidelines apply to applications for Credit Transfer to Brighton College:

- *Credit Transfer* is the recognition of learning achieved through formal education and training. Qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs.
- *Credit Transfer* is only awarded to units of competency that have been deemed by the Training Package as having 'equivalent competency outcomes'. A course credit may be granted if there is a 'one to one' equivalence between the unit(s) successfully completed at the previous institution that match Brighton College unit(s).
- To apply for Credit Transfer, the applicant *must complete and submit* the following documentation to Brighton College:
    - Credit Transfer Application Form (this form).
    - Original or Certified Copies of a completed **Qualification** issued under the *Australian Qualification Framework* including the following details: name, code and logo of issuing body, name of person receiving the qualification; nomenclature as in the Framework; date issued; authorised signatory.
    - Original or Certified Copies of a **Statement of Attainment** issued under *Australian Qualification Framework* including the following details: name of the person who achieved the competencies; date issued; national code and name for each unit of competency achieved, the Nationally Recognised Training logo.
    - Complete Official Academic Transcripts.
    - Explanation of grading system used in transcripts.
        - Applications must be submitted *at time of enrolment* or *prior to commencement of study*.
        - Any currently enrolled student is entitled to apply for Credit Transfer.
        - Prior to awarding a credit transfer on the basis of a qualification, statement of attainment or record of results, Brighton College authenticates the evidence provided by the student via the *USI* online portal or by contacting the issuing training provider.
        - Students may not apply for Credit Transfer for units of competence or qualification which are not included in Brighton College's scope of registration.
        - The student does not incur any fees for Credit Transfer and Brighton College does not receive any funding when Credit Transfer is granted.
        - Credit Transfer may only be awarded for whole units of competence.
        - Credit Transfer will only be issued when the student's enrolment includes at least one other unit of competence for which the student is participating in training or is seeking recognition. Student may not enrol only for Credit Transfer.
        - Students would normally receive course credit up to a maximum of 50% of the course of study.
        - Where Brighton College grants a student course credit which leads to the shortening of the student's course, Brighton College will:

a) If the course credit is granted before the student Visa is granted, indicate the actual net course duration in the CoE for that student for that course; or

b) If the course credit is granted after the student Visa is granted, report changes of course duration via the Department of Home Affairs (DHA) Provider Registration and International Student Management System (PRISMS).

- o Credits will appear on the Study Plan and Training Progress Record, or on the Training Plan issued for the individual students. These credits will be formally recognised at the completion of the qualification and will appear as credits on the Record of Results.

- Documents generally _not recognised for credit transfer_ include:
  - o Statement of Attendance.
  - o Student Assessment Record.
  - o Workshop participation.
  - o Study plan.
  - o Statement of Participation.
  - o Exam Results.
  - o Statement of Completion.
  - o Progress results.
  - o Enrolment statement.
  - o Unit enrolment record.
  - o Participation in Training.
  - o Academic Transcript.
  - o Training record.
  - o Overseas qualifications, transcripts or statements.
  - o Cover sheet or documents relating to assessments completed.
  - o Qualifications for non-Accredited or recognised study.

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Appendix A

The maximum credit allowed is specified below:

Students would receive course credit up to a maximum of 50% of the chosen course of study.

Course Code	Course name	Length of program	Total units	Max. units of credits
Business and Management				
BSB50120	Diploma of Business (Business Operations)	52 Weeks	12	6
BSB60120	Advanced Diploma of Business	52 Weeks	10	5
BSB80120	Graduate Diploma of Management (Learning)	52 Weeks	8	2
Community Services				
CHC43015	Certificate IV in Ageing Support	52 Weeks	18	9
CHC52015	Diploma of Community Services	78 Weeks	16	8
Information Technology				
ICT50220	Diploma of Information Technology	52 Weeks	20	10
ICT60220	Advanced Diploma of Information Technology	52 Weeks	16	8
Commercial Cookery and Hospitality Management				
SIT40516	Certificate IV in Commercial Cookery	78 Weeks	33	16
SIT50416	Diploma of Hospitality Management	78 Weeks	28	14