

Study credit transfer form

Quality Area 1 – Training and Assessment

You are not required to repeat any unit or module in which you have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this. In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process.

Where you provide suitable evidence of having successfully completed a relevant unit or module with any RTO, the Queensland Centre for Mental Health Learning (Learning Centre) provides credit for that unit or module. The Learning Centre provides study credit for successfully completed units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by another RTO or AQF authorised issuing organisation, and subsequently verified
- authenticated VET transcripts issued by the Registrar
- directly viewing a VET transcript via the USI transcript service for a learner who has activated permission in the USI registry system.

Before study credit is provided, based on a qualification, statement of attainment or record of results, the Learning Centre authenticates information in the document by contacting the issuing organisation and confirming the document is valid.

The unit/s for which you are applying for credit must not have been awarded by a previous registered training organisation or higher education provider through study credit.

Study credit is granted not only for studies completed at another RTO, but at any authorised issuing organisation. In such cases, an analysis as to the equivalence of the study completed with the relevant unit/s or module/s is undertaken before any credit is granted.

Credit for previous studies is not the same as recognised prior learning.

Application for study credit transfer **must be made before enrolment** into accredited training. Submit your application in writing, signed by you, with copies of original qualifications, certificates or documents that must be certified by a Justice of the Peace or Commissioner of Declarations.

After all the required documentation is received, the Learning Centre will advise you in writing, as soon as possible, of your study credit transfer decision. Information will be included about the right to appeal the decision.

Reference: Learning Centre Guidelines Manual.

Application form and instructions follow over the page.

Instructions for the applicant

- Print the acknowledgment and application form pages.
 - Complete details on each page
- Submit via email to QCMHLTraining@health.qld.gov.au or post to:
Queensland Centre for Mental Health Learning
Locked Bag 500
Archerfield Qld 4108
- Study credit transfer will only be considered for applicants enrolling in the course with the Learning Centre.
- If you have previously been granted credit by another training provider for the credit transfer you are applying for through the Learning Centre, the Learning Centre will not recognise that credit.
- **Attach certified copies of your supporting documentation.** If you have lost or misplaced your documentation you may request a copy of your VET transcript from the USI Student Portal <https://www.usi.gov.au/usi-vet-transcripts/students-and-their-vet-transcripts#access-your-vet-transcript>

Study credit application form

Family name		Given name(s)		Mobile number	
Date of birth	Email address				
Unique student identifier					
Application for study credit transfer against (insert Training Product Code and Title, i.e. <i>11362NAT Course in Observing and Documenting the Mental State Examination</i>):					
In the section below, provide details of unit(s) of competency you have completed and wish to apply credit for.					
Unit code	Unit name	OFFICE USE ONLY			
		Evidence verified & attached	D = Direct Unit	S&E = Superseded and Equivalent	
		<input type="checkbox"/>	<input type="checkbox"/> D	<input type="checkbox"/> S&E	
		<input type="checkbox"/>	<input type="checkbox"/> D	<input type="checkbox"/> S&E	
		<input type="checkbox"/>	<input type="checkbox"/> D	<input type="checkbox"/> S&E	
		<input type="checkbox"/>	<input type="checkbox"/> D	<input type="checkbox"/> S&E	
		<input type="checkbox"/>	<input type="checkbox"/> D	<input type="checkbox"/> S&E	
Acknowledgement					
For your application to be processed you must select (agree with) the two boxes below.					
<input type="checkbox"/> I certify that the information provided, and the support documentation, is true and correct.					
<input type="checkbox"/> I understand and consent that, to support my Credit Transfer application, the Learning Centre will verify my Transcript of Academic Record with the issuing provider in accordance with the Outcome Standards. I have attached a certified copy of my transcripts and listed the relevant units in the table. Alternatively, I have enabled permission via the USI Registry, allowing the Learning Centre to verify my study records (from 2015 onwards) through my USI Transcript, and I have listed the relevant units in the table.					
Applicant Signature			Date		



Study credit application form – office use only

Applicant family name	Applicant given name(s)	
Applicant unique student identifier		
Educator/Assessor to complete for approved study credit transfer:		
Applicant registered on the LMS	<input type="checkbox"/> Yes	
Applicant enrolled in course (specify code i.e. 11362NAT)		
Statement of attainment, by credit transfer, issued	<input type="checkbox"/> Yes	
Judgment and Declaration		
I have approved the Credit Transfer(s).	<input type="checkbox"/> Yes	
If the learner has a superseded and equivalent unit, the currency of the unit has been validated from training.gov.au and screenshots have been provided.	<input type="checkbox"/> Yes	
I have verified that the certification documentation supplied is legitimate, true and accurate, and credit should be granted.	<input type="checkbox"/> Yes	
Educator/Assessor full name		
Educator/Assessor signature		
Date signed		
Training Manager to complete:		
This study credit transfer application is	<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved
Reason	Date applicant was advised	
Training Manager full name		
Training Manager title		
Training Manager signature		
Date signed		