

Credit Transfer Application Form

Purpose of this document:

As a registered training organisation, the CEAV Institute must accept the credentials issued by another registered training organisation based in any State/Territory of Australia. Students with previous VET qualifications or statements of attainment can apply for direct **credit transfer**.

Students must present evidence of the exact unit of competency (unit code and title) for **credit transfer** of a core or elective unit(s). CEAV Institute must sight and retain a copy of appropriate evidence for Credit Transfer to be granted.

**Students are advised to check for currency as deleted or superseded training package units cannot be accepted for credit transfer.*

Related Documents:

National Recognition and Credit Transfer Policy
CEAV Institute Student Handbook

CHC81315 – Graduate Certificate in Career Development Practice		
Student Name:		
Trainer Name:		
Course Start Date:		
Units of Competency	Credit Transfer Granted?	Comments (refer to evidence)
Core units (C)		
CHCLEG0003 – Manage legal and ethical compliance (C)	<input type="checkbox"/>	
BSBLED807 – Establish career development services (C)	<input type="checkbox"/>	
CHCECD011 - Manage quality in career development practice (C)	<input type="checkbox"/>	
BSBLED808 – Conduct a career development session (C)	<input type="checkbox"/>	
CHCPRP006 – Lead own professional development (C)	<input type="checkbox"/>	

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Units of Competency	Credit Transfer Granted?	Comments (refer to evidence)
Elective Units (E)		
(Can be from <i>any</i> endorsed Training Package or accredited course, so long as they are relevant to the work outcome. All electives chosen must contribute to a valid, industry-supported vocational outcome)		
BSBLED809 - Identify and communicate trends in career development (E)	<input type="checkbox"/>	
CHCCSL002 - Apply specialist interpersonal and counselling interview skills (E)	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Student & Trainer Confirmation

I confirm that to the best of my knowledge, all the details and evidence provided on this form are correct.

Student's Name:		Date:	
Student's Signature:			
Trainer's Signature		Date:	

Office Use Only

RTO Representative's Name:		Date:	
RTO Representative's Signature:			
Evidence attached to this application:	<input type="checkbox"/> Statement of Attainment <input type="checkbox"/> USI Transcript	Date:	
Student's File Updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	
VETtrack Updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	
Confirmation to student	<input type="checkbox"/> Yes <input type="checkbox"/> No		