

Credit Transfer Application Form – CHC81315

CEAV Institute’s CHC81315 Graduate Certificate in Career Development Practice has been endorsed by CICA who is the peak body for Career Practitioners. This qualification includes the CICA competencies and standards for Career Practitioners.

To protect the integrity of their course, CEAV Institute may provide Credit Transfer for some units of competency only. This is because a CHC81315 Graduate Certificate in Career Development Practice issued by another RTO, may not have CICA endorsement.

Please refer to the list of units of competency in the table below to check which units of competency Credit Transfer will be granted.

Please note that Credit Transfer will be granted for up to 3 of the listed units of competency only. Credit Transfer will not be granted for units of competency that are not on CEAV Institute’s scope of registration.

Credit Transfer WILL NOT be given for the following units of competency:

- BSBLED808
- CHCCSL002

Applications for Credit Transfer must be submitted before the course application closing date. CEAV Institute will not accept Credit Transfer applications after this date. An administrative fee of \$60 per unit of competency will be applied for each Unit of Competency approved. You will be issued with a revised Statement of Fees and deducted the amount of the unit cost for each unit for which Credit Transfer has been approved.

For further information refer to CEAV’s National Recognition and Credit Transfer Policy and the CEAV Institute Student Handbook.

CHC81315 – Graduate Certificate in Career Development Practice

Student Name:	
Trainer Name:	
Course Start Date:	

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Units of Competency	Apply for credit transfer	Comments <small>(refer to evidence)</small>
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"/>	
<i>BSBLED808 – Conduct a career development session (C)</i>	<i>Not available for Credit Transfer</i>	
CHCPRP006 – Lead own professional development (C)	<input type="checkbox"/>	
BSBLED809 - Identify and communicate trends in career development (E)	<input type="checkbox"/>	
<i>CHCCSL002 - Apply specialist interpersonal and counselling interview skills (E)</i>	<i>Not available for Credit Transfer</i>	

Student Confirmation

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

I have attached the following evidence to this application:	<input type="checkbox"/> Statement of Attainment <input type="checkbox"/> Certificate/ Testamur <input type="checkbox"/> USI Transcript		
I grant permission for CEAV Institute to contact all relevant parties/providers, in order to verify my results:	<input type="checkbox"/> Yes, I grant my permission <input type="checkbox"/> No, I do not grant permission		
Student's Name:		Date:	
Student's Signature:			

Trainer Confirmation

I confirm that to the best of my knowledge, the requested units of competency are authorised for Credit Transfer.

Trainer's Name:		Date:	
Trainer's Signature			

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Office Use Only – to be completed by RTO Administration Executive

Verification of results completed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	
Student Notified of outcome:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	
RTO Representative's Name:	Jenny Holmes		
RTO Representative's Signature:			
Evidence attached to this application:	<input type="checkbox"/> Statement of Attainment <input type="checkbox"/> Certificate/ Testamur <input type="checkbox"/> USI Transcript	Date:	
Student's File Updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
VETrak Updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Training Plan amended:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Student issued with a revised cost for the course:	<input type="checkbox"/> Yes <input type="checkbox"/> No		