

Application for Credit Transfer

MSAC Institute of Training recognises that from time to time our students may already have achieved competency in one or more units within a qualification or accreditation they are hoping to achieve through enrolment. This application form allows us to assess the units you are applying for credit transfer. Upon receipt of this from the candidate, MSAC Institute of Training will consult the evidence provided including curriculum documents as well as official lists to determine the extent to which the applicants previously achieved competency in a subject or its equivalent.

PRINCIPLES OF CREDIT TRANSFERS (CT)

MSAC Institute of Training will be guided by and apply all standards as per the AQTF on National Recognition and will advise students accordingly that it recognises relevant AQF qualifications and Statements of Attainment issued by other RTOs based on such prior learning credit transfer as it may apply.

The RTO Manager and RTO Coordinator will explore with the learner the extent of prior learning and the existence of AQF certificates or Statements of Attainment previously awarded to the learner.

Procedure:

- Credit transfer applications are to be made using the Credit Transfer application form.
- Applicants must supply MSAC Institute of Training with a copy of a verified Award or Statement of Attainment.
- The RTO Manager or RTO Coordinator will check the Award or Statement of Attainment and grant credit transfers for identical units that have been identified as being completed at another Registered Training Organisation.
- The RTO Manager or RTO Coordinator will undertake mapping of competencies outlined on previously awarded certificates or Statements of Attainment against qualifications or competencies currently being sought
- Verified copies of Qualifications and Statements of Attainment used as the basis for granting credit transfer will be retained on your file.
- The RTO Manager or RTO Coordinator will advise the learner of the outcome of mapping, including the learner's right to appeal the decision of the trainer/assessor if the learner is not satisfied with the outcome.
- Granting of a credit transfer will be recorded as a unit outcome in your file and on the student records management system.
- Credit Transfers will appear on the applicants Statement of Attainment or Record of Results as a 'CT' for Credit Transfer

Credit Application Form

Personal Details					
Last Name			Given Names		
Preferred Telephone Number					
Email Address					
MSAC Institute of Training course for which you are applying for credit					
Course Name:			Course Code		
Details of credit – details of previous study for which credit is sought (<i>photocopy this page if you need to record additional courses/unit</i>)					
Course Name:				Institute Name	
Details of previous study				Office use only – MIT Approval	
Unit studied code	Unit studied title	Year	MIT unit code equivalent	Credit Accepted Yes / No	Authorising Signature