



APPLICATION FOR CREDIT TRANSFER

RTO 21832 CRICOS 03356C

EMAIL: RPL@AGB.EDU.AU PHONE: 1300 123 242 CORRESPONDENCE: PO BOX 1284, GEELONG, VIC, 3220

Credit Transfer (CT) is given for learning outcomes individuals have already achieved through completed components of a qualification or other formal learning. Documentary evidence such as statement of attainment must accompany all credit transfer applications.

All students are advised to read the 'IMPORTANT INFORMATION' section prior to completing and submitting this application form. It is provided to assist enrolled or future students to make a successful application for CT.

The submission of this form with supporting evidence is the first step in the process. After it has been reviewed by a qualified assessor you will be contacted to progress your application to the next stage.

This application forms part of your pre-enrolment application, language literacy and numeracy assessment and the pre-training review.

Please write in BLOCK LETTERS using a black or blue pen.

I am applying as a; FUTURE STUDENT (NEW APPLICANT) [] CURRENT ENROLLED STUDENT []

PERSONAL DETAILS:

Student Type: Domestic [] International [] **Gender:** Male [] Female [] Indeterminate/Intersex/Unspecified []

Title: Mr. [] Miss [] Mrs. [] Ms. [] Other [] Please Specify

Family Name (As stated on passport)..... Date of Birth: ___/___/___

Given Name (As stated on passport)..... Country of Citizenship.....

Usual Residential Address:

Suburb: **Postcode:**

Phone: (Home) **(Work):** **(Mobile):**

Email Address: (compulsory)

COURSE DETAILS:

Course details can be found on the AGB Training website www.agb.edu.au . Please indicate which course, you wish to apply for CT (Please also complete information for individual Unit(s) of Competency)

COURSE CODE: _____

COURSE TITLE: _____

PREVIOUS EDUCATIONAL INSTITUTION (ORIGIN)

NAME OF INSTITUTE: _____

COURSE CODE: _____ **COURSE TITLE:** _____

LOCATION: _____ **WAS THE COURSE COMPLETED: YES [] NO []**

STUDENT DECLARATION:

- I have fulfilled all the requirements to be eligible for consideration.
- To the best of my knowledge, the information given in this application is correct and complete.
- I understand that submitting false or misleading information may result in any offer of a place withdrawn at any stage, including after a course has commenced.
- I understand that AGB Training reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.
- The college is under no obligation to consider an application submitted after the due date.
- I authorise AGB Training to conduct a search and retrieval of my academic records from my previous institution(s) to verify the information contained in my application.
- I understand that AGB Training collects, stores, and uses personal information in accordance with the college Privacy Policy, available at <https://www.agb.edu.au/about/policy-and-procedures>

Signature of Applicant: _____ Date: ___/___/___

SUBMIT THIS FORM:

Submit this form in person	Post this form to	Email this form to	Contact Accounts
31 Barwon Terrace South Geelong Victoria, 3220	PO BOX 1284 Geelong Victoria, 3220	rpl@agb.edu.au	Within Australia: 1300 123 242 Outside of Australia: +61 3 5221 2611

IMPORTANT INFORMATION**WHAT IS CREDIT TRANSFER (CT)?**

Credit Transfer recognises formal education that you have previously undertaken. If you have successfully completed any units from the course in which you are enrolling, or the equivalent, you may be eligible for Credit Transfer. If eligible, you may receive exemptions from the units you have already completed. The units previously completed must be identical or equivalent to those in the course you are seeking credit for.

AGB Training will recognise Qualifications and Statement of Attainments issued by any Australia Registered Training Organisation as well as consideration to a certified USI transcript. For more information pathways go to: www.agb.edu.au or send us an email to rpl@agb.edu.au along with your full name and contact number and one of our staff will give you a call for further discussions. As an enrolled International onshore student, if the study load falls below the standard full time study load, please attach a completed Application for Reduced Study Load form. Applications are available from policies and procedures <https://www.agb.edu.au/about/policy-and-procedures>.

PROSPECTIVE INTERNATIONAL (ONSHORE AND OFFSHORE) STUDENTS

Please address your application to: AGB Training (International Submission), PO BOX 1284, Geelong, VIC 3220

SUPPORTING EVIDENCE/DOCUMENTATION – PLEASE ENSURE THAT YOU KEEP A COPY OF YOUR APPLICATION AND ALL SUPPORTING DOCUMENTATION

This application will be assessed based on the type of evidence supplied. Each piece of evidence should be clearly identified and numbered as an attachment, then listed on the first page of this form. If exemption is granted it will be recorded on your academic record. If exemption is not granted there may be a request for further evidence. You will be notified in writing on the outcome of your application.

Students must provide certified copies of qualifications and Unit(s) of Competency/Study/Syllabus information from the relevant course guide. Do not send original documents. A photocopy of an original document can be certified (sighted and dated) as a true copy of the original and the photocopy. You may be asked to show the original documents at a later stage.

Overseas, private colleges or private university certified copies of academic study must be provided from the appropriate government body/professional association recognised in Australia for onshore students or an equivalent authority for students studying at an offshore site. Documents in language other than English must be accompanied by an English translation. The translator must be accredited by the National Accreditation for Translators and Interpreters (NAATI) or an equivalent body for offshore students.

PLEASE NOTE: Your former Institution(s) and/or current/former employer(s) may be contacted in the interest of soliciting further information and/or clarification of your claim for Credit.

DO I HAVE TO PAY A FEE TO APPLY FOR CREDIT TRANSFER?

There is no charge for processing of Credit Transfer (CT). To view AGB Training Fees and Charges please visit: www.agb.edu.au/about/policy-and-procedures Statement of Fees and Course Duration.

WHAT ELSE SHOULD I KNOW?

- Credit transfer is only available if you are enrolling in at least one other unit in addition to the one in which you are applying for credit.
- You will be notified of the results in writing.

WHERE CAN I GET MORE INFORMATION?

The staff at AGB, can provide you with more detailed information. They will help you with identifying unit/s in which you could apply for CT. To discuss CT further, please contact us on +61 3 5221 2611 and ask for Student Support Officers.

IS THERE AN APPEALS PROCESS?

Contact the Student Support Officers if you are concerned about the outcome of your CT application. They will try to resolve any issues you may have. If a suitable resolution cannot be found, you can submit a written appeal. The Grievance complaints and appeals from can be accessed at www.agb.edu.au/about/policy-and-procedures. An independent person will review written appeals.

