

Purpose

This form is used in the process of applying for unit(s) completed at another Australian Registered Training Organisation (RTO) and obtaining Credit Transfer(CT) at Optimistic Futures Pty Ltd as well as to fulfil the requirements of the: Standards for Registered Training Organisations (RTOs) 2015- Standard 3 clause 3.5: Provide credit for prior studies. The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or ➤ Authenticated VET transcripts issued by the Registrar.

Also, it is used to obtain privacy disclosure consent from students applying for a credit transfer against qualifications obtained through another registered training organisation.

Credit transfer is the recognition of previously completed formal training and/or qualifications.

Credit Transfers will be granted under the following circumstances:

1. For any units successfully completed at any other Registered Training Organisation (RTO) or institution, and
2. When the unit has **exactly** the same code and title, even if it is not from the same Training Package, or,
3. When the unit has been reviewed and this has resulted in minor changes to the unit code or title eg. A code to B code.

How to apply

Complete this application form and lodge it along with certified copies of any relevant supporting documentation to Optimistic Futures office. **When to apply**

The form should be lodged prior to the relevant census date for the semester in which you wish to be granted credit.

Supporting documentation

Please attach a certified copy of any relevant certificates and/ or transcripts of results for any formal studies that you have completed, along with any other relevant information that may support your application. Evidence must be sighted for each unit that fits the requirements under the AQF. This document once completed and signed is to be copied with a copy given to the student for their reference.

Credit Transfers will be granted upon the receipt of sufficient evidence to support the application and prior to the commencement of training.



CREDIT TRANSFER FORM

CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT

Applicant Details

Qualification/Course code:

Qualification/Course name:

Given name:

Family name:

Address:

Contact phone numbers:

Previous Studies

Name of Institution:

Name of Qualification:

Privacy Disclosure Consent (Acknowledgement and Consent)

By completing and signing this form I, *(name in full)*
provide my acknowledgement and consent for the purposes of the Privacy Act 1988 (Cth), for Optimistic Futures Pty Ltd to disclose my personal information for the following purposes:

- contacting the Registered Training Organisation or TAFE which issued the attached qualification/s; and
- requesting confirmation of authenticity for the AQF certification documentation issued by any other RTO or AQF authorised issuing organisation

Student Acceptance

Student Name:

Student Signature:

Date:

Assessor Name:

Assessor Signature:

Date:



CREDIT TRANSFER FORM

CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT

Unit Code (CHC33015)	Unit Name	Nom Hours	Units Sought	Approved/Not Approved
CORE UNITS				
CHCCCS015	Provide individualised support	30		
CHCCCS023	Support independence and wellbeing	80		
CHCC0M005	Communicate and work in health or community services	30		
CHCDIV001	Work with diverse people	40		
CHCLEG001	Work legally and ethically	55		
HLTAAP001	Recognise healthy body systems	70		
HLTWHS002	Follow safe work practices for direct client care	25		
CHCAGE001	Facilitate the empowerment of older people	50		
CHCCCS011	Meet personal support needs	60		
CHCAGE005	Provide support to people living with dementia	65		
CHCCCS025	Support relationships with carers and families	70		
CHCDIS001	Contribute to ongoing skills development using a strengths-based approach	40		
CHCDIS007	Facilitate the empowerment of people with disability	100		