

### **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 e.g. 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.**



# CPP20218 CERTIFICATE II IN SECURITY OPERATIONS CREDIT TRANSFER FORM

## **Applicant Details**

Given name: .....

Family name: .....

Address: .....

Contact phone number: .....

## **Previous Studies**

Name of Institution: .....

Code of Qualification: .....

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: .....



# CPP20218 CERTIFICATE II IN SECURITY OPERATIONS

## CREDIT TRANSFER FORM

| Unit Code         | Unit Name  | Recognised Equivalent unit taken from previous training package (CPP20212/CPP20211)  | Units Sought | Approved /Not Approved |
|-------------------|--|--|--------------|------------------------|
| <b>CORE UNITS</b> |  |  |              |                        |
| CPPSEC2101        | Apply effective communication skills to maintain security                          | CPPSEC2001A Communicate effectively in the security industry   |              |                        |
| CPPSEC2102        | Apply legal and procedural requirements to work effectively within a security team | No Equivalent  |              |                        |
| CPPSEC2103        | Apply WHS, emergency response and evacuation procedures to maintain security       | CPPSEC1004A- Apply health care security procedures<br>AND;<br>CPPSEC2002A- Follow workplace safety procedures in the security industry |              |                        |
| CPPSEC2104        | Apply risk assessment to select and carry out response to security risk situations | CPPSEC1001- Identify and report security risk situations<br>AND;<br>CPPSEC2004B- Respond to security risk situation                    |              |                        |
| CPPSEC2105        | Provide quality services to a range of security clients                            | CPPSEC1002A-Apply retail security procedures<br>AND;<br>CPPSEC2006B- Provide security service to clients                               |              |                        |
| CPPSEC2106        | Protect self and others using basic defensive techniques                           | CPPSEC2017A- Protect self and others using basic defensive techniques  |              |                        |
| CPPSEC2107        | Patrol premises to monitor property and maintain security                          | CPPSEC2015A- Patrol Premises   |              |                        |
| CPPSEC2108        | Screen people, personal effects and items to maintain security                     | No Equivalent  |              |                        |
| CPPSEC2109        | Monitor and control access and exit of persons and vehicles from premises          | No Equivalent  |              |                        |
| CPPSEC2110        | Monitor and control individual and crowd behaviour to maintain security            | No Equivalent  |              |                        |
| CPPSEC2111        | Apply security procedures to manage intoxicated persons                            | CPPSEC1003A- Apply security procedures for the responsible services of alcohol   |              |                        |
| CPPSEC2112        | Apply security procedures to remove persons from premises                          | No Equivalent  |              |                        |
| CPPSEC2113        | Escort and protect persons and valuables   | No Equivalent  |              |                        |
| HLTAID003         | Provide first aid  | No Equivalent  |              |                        |