

## **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

## **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

Unit Code (CHC30113)	Unit Name	Nom Hours	Units Sought	Approved/Not Approved
<b>CORE UNITS</b>				
CHCLEG001	Work legally and ethically	55		
CHCECE002	Ensure the health and safety of children	63		
CHCECE003	Provide care for children	70		
CHCECE004	Promote and provide healthy food and drinks	35		
CHCECE005	Provide care for babies and toddlers	60		
CHCECE007	Develop positive and respectful relationships with children	70		
CHCECE009	Use an approved learning framework to guide practice	70		
CHCECE010	Support the holistic development of children in early childhood	70		
CHCECE011	Provide experiences to support children's play and learning	40		
CHCECE013	Use information about children to inform practice	40		
CHCPRT001	Identify and respond to children and young people at risk	40		
HLTAID004	Provide an emergency first aid response in an education and care setting	20		
HLTWHS001	Participate in work health and safety	20		
CHCECE001 & CHCDIV002	Develop Cultural competence+ Promote Aboriginal and/or Torres Strait Islander cultural safety	95		
<b>ELECTIVE UNITS</b>				
CHCECE014	Comply with Family Day Care administration requirements	30		
CHCECE012	Support children to connect with their world	40		
CHCPRP003	Reflect on and improve own professional practice	120		

Unit Code (CHC50113)	Unit Name	Nom Hours	Units Sought	Approved/Not Approved
<b>CORE UNITS</b>				
CHCECE001 & CHCDIV002	Develop Cultural competence + Promote Aboriginal and/or Torres Strait Islander cultural safety	95		
CHCECE002	Ensure the health and safety of children	63		
CHCECE003	Provide care for children	70		

CHCECE004	Promote and provide healthy food and drinks	35		
CHCECE005	Provide care for babies and toddlers	60		
CHCECE007	Develop positive and respectful relationships with children	70		
CHCECE009	Use an approved learning framework to guide practice	70		
CHCECE016	Establish and maintain a safe and healthy environment for children	50		
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood	240		
CHCECE018 & CHCECE022	Nurture creativity in children + Promote children's agency	160		
CHCECE019	Facilitate compliance in an education and care services	120		
CHCECE020	Establish and implement plans for developing cooperative behaviour	50		
CHCECE021	Implement strategies for the inclusion of all children	50		
CHCECE023	Analyse information to inform learning	70		
CHCECE024	Design and implement the curriculum to foster children's learning and development	170		
CHCECE025	Embed sustainable practices in service operations	60		
CHCECE026	Work in partnership with families to provide appropriate education and care for children	70		
CHCPRT001	Identify and respond to children and young people at risk	40		
HLTWHS003	Maintain work health and safety	40		
HLTAID004	Provide an emergency first aid response in an education and care setting	20		
CHCLEG001	Work legally and ethically	55		
<b>ELECTIVE UNITS</b>				
CHCECE012	Support children to connect with their world	40		
CHCECE014	Comply with Family Day Care administration requirements	30		
HLTWHS001	Participate in work health and safety	30		
CHCPOL002	Develop and implement policy	90		
CHCPR003	Reflect on and improve own professional practice	120		