



Course Credit Application – Part 1

What is Course Credit?

Course Credit is an assessment process that recognises competencies you currently have from previous study.

In order to apply for course credit you must provide evidence that addresses and meet the requirements of selected units from your course of study. Your evidence may take a variety of forms and could include:

- Certificates and/or qualifications achieved
- References from past employers
- Testimonials from clients and previous work samples

To be able to grant Course Credit the assessor must be confident that the applicant is currently competent against all conditions within the selected unit(s) and must ensure that submitted evidence is authentic, valid, reliable, current and sufficient. Note that Course Credit is for full units only.

How does the Course Credit process work?

Evidence that is presented by you the applicant is matched to the conditions contained within the unit(s) applied for. The evidence is assessed using the following criteria:

- Is the prior learning relevant to the course and address the unit(s) / module(s) specifically?
- Is the knowledge and skill current?
- Is it authentic and can be verified?
- Is the knowledge and skill appropriate to the level of the unit(s)?

How long will it take to be informed?

Upon receipt of your course credit evidence along with Course Credit Application Form Part 2 your application will be assessed, and if successful, you will be advised in your Letter of Offer usually within 10 working days. The course duration shown in your Letter of Offer will reflect the amount of Credit granted.

If you do not request any Course Credit when you submit your Application for Enrolment, you must normally request Course Credit assessment within two weeks of commencing the course.



Applications made after this time may not be approved. All applications must be approved by the PEO.

If you are granted Course Credit after your visa is granted, the Department of Home Affairs, will be notified of any resulting change in course duration.

Part 1

- Student / Applicant to complete this form
- Once received the RTO will send you the specific Course Credit Application Part 2 matched to the units / modules you have listed below.



Name: _____

Mailing Address: _____

Email Address: _____

Course of Study applied for: _____

Units from the above course I wish to apply for course credit for:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Attach another sheet if you need more space.

Declaration

The information / evidence that I will submit for course credit is all my own work.

Applicants Signature: _____

Date: _____

Please send all completed course credit forms and supporting information / evidence to:
Australian Business Management Pty Ltd
Level 5, 579 Harris Street, Ultimo
NSW 2007 AUSTRALIA



Document Name: Course Credit Application Part 1		
Approved By: Director of Australian Business Management		
Version	Produced Date	Rationale
1.0	June 2018	© RTO Consultancy Group Pty Ltd 2018 Licensed to Australian Business Management Pty Ltd
20.1	Dec 2020	Updated with new letterhead
21.1	Mar 2021	New delivery address added
21.2	Apr 2021	Old delivery address removed
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