

Credit Transfer Application Form – How to use it and what to know (Do not return this page)

Credit Transfer is the possibility for students to avoid having to complete again units of competency that they have already successfully completed as part of other qualifications, skill set or other accredited training. Please read carefully the information below to ensure you are familiar with what CT is and how it works.

Do units have to match 100%?

Same Code and Same name will automatically grant you eligibility for CT. However, you may be eligible for CT even if the code or the name of the unit you have completed do not match with the one included in our qualification as long as they are deemed equivalent by the relevant Industry Skills Council. To check equivalency of units you can visit training.gov.au

How do I apply for CT?

To apply for CT you need to complete and return this form to AMA RTO at admin@amarto.com.au along with certified copy of Testamurs, SoA or statement of results issued by Australian Registered Training Organisations (RTOs) or Higher Education Providers

What is a certified copy?

A certified copy is a copy (often a photocopy) of a primary document that has on it an endorsement or certificate that it is a true copy of the primary document. It does not certify that the primary document is genuine, only that it is a true copy of the primary document.

Why do you need a certified copy?

We need to make sure that the one you are providing is a true copy of an original document.

Who can certify a copy?

The easiest way may be for to go to your local pharmacy and ask your pharmacist to do it. Alternatively here the full list of authorized people ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx

Will you verify my evidence with employers and Training Providers?

Yes, we will verify the Testamurs and SoA you have submitted with the provider that issued the document

What happens after I submit the application?

After you submit your application we will review the documents you provided and assess your eligibility for CT. If we believe you are eligible for CT we will:

- Confirm your eligibility for CT to you via email
- Ask you to pay your qualification fees
- Update the training plan to reflect your entitlement to CT

If we believe you are not eligible for CT for the unit of competency you selected we will notify you via email detailing the reasons behind our decision

What are the fees for CT?

In line with compliance and regulation requirements, AMA RTO does not charge any fees for CT

I am a full fee paying student, will my course fee change if I am granted CT?

Yes. If you are granted CT the qualification fees will be reduced in order not to charge you fees for units of competency you will not have to undertake.

For example, if you are a full fee paying student wishing to enroll in HLT47315 Certificate IV in Health Administration and you have been granted CT for 10 units of competency, then your total fees will be calculated as follow:

\$3,750	-	(\$288	X	10)	=	\$870
Nominal fees		Fees per unit		Units to be CT		Final cost

I am a VTG student, will my course fee change if I am granted CT?

Yes, the process followed is identical to the one that applies to full-fee students. Following the same example used before, your total fees will be calculated as follow:

\$375	-	(\$27	X	10)	=	\$105
Nominal fees		Fees per unit		Units to be CT		Final cost

AMA RTO - Credit Transfer Application Form



Credit Transfer (CT) is the possibility for students to avoid having to complete again units of competency that they have already successfully completed as part of other qualifications, skill set or other accredited training.

To apply for CT you need to complete and return this form to AMA RTO at admin@amarto.com.au along with certified copy of Testamours, SoA or statement of results issued by Australian Registered Training Organisations (RTOs) or Higher Education Providers.

If you are providing us with copy of Testamur or Statement of Attainment issued by a Registered Training Organization or Higher Education Provider, it will have to be a **certified copy**

DETAILS OF THE PERSON APPLYING FOR CT			
Full Name:			
Address:			
Phone:		Email:	
Course:			
CODE AND NAME OF UNITS OF COMPETENCY YOU WISH TO CT			
UNIT CODE	UNIT NAME		

CT APPLICATION CHECKLIST			
Please make sure all the boxes are ticked before you submit the application			
<input type="checkbox"/> Yes	I confirm I would like to apply for CT for the units of competency listed above		
<input type="checkbox"/> Yes	I have read and understood the AMA RTO CT Policy available on www.amarto.com.au		
<input type="checkbox"/> Yes	Testamurs, SoAs, certificates and other evidence of training activities are attached		
<input type="checkbox"/> Yes	Testamurs and SoAs issued by RTOs or HE providers are certified copy		
<input type="checkbox"/> Yes	The information provided are true and accurate		
Participant Signature:		Date:	