

# LATROBE COLLEGE OF ART AND DESIGN

## CREDIT TRANSFER APPLICATION FORM

Please Indicate, if you know, which course you are seeking CREDIT TRANSFER for:

<i>CUA51115 Diploma of Visual Arts</i>	<input type="checkbox"/>
<i>CUA60715 Advanced Diploma of Visual Arts</i>	<input type="checkbox"/>
<i>CUA50715 Diploma of Graphic Design</i>	<input type="checkbox"/>
<i>CUA50915 Diploma of Photography and Photo Imaging</i>	<input type="checkbox"/>

**Students Name:** .....

**Home Address:** .....

**Suburb:** ..... **Postcode:** .....

**Ph (Home):** ..... **Ph (Work):** ..... **Mobile:** .....

### CREDIT TRANSFER (CT)

If you have completed any of the units from the above qualifications from any other RTO / TAFE, we will recognise them at LCAD. If you have completed units or qualifications from earlier versions of the above qualifications you will need to complete an RPL Application.

In order for your previous units to be recognised, you need to complete and lodge this form with your enrolment application at least 1 month prior to the start of semester. All applications for Credit Transfer must be lodged with your enrolment application.

Please note, we can only recognise a unit you have completed if it is:

- Is issued by a Nationally Recognised RTO or TAFE
- Is issued in the form of a Statement of Attainment
- The unit code and name is an exact match for a unit in your chosen qualification

### PROCEDURE:

- To apply for CT you need to complete the attached application form
- Arrange an interview with the Coordinator / or Head of Art or delegated staff member
- Attached Copies of your Statement of Attainment / and or Qualification (the original must be sighted by the interviewer)
- If required you may need to bring evidence of work / or folio work to support the application.
- if during the interview it is deemed that the applicants folio work or evidence is of not a sufficient standard to proceed to the next level this will be discussed with them.
- On receipt of the students Acceptance Agreement Form (confirmation of enrolment) the Coordinator or delegated staff member will add Credit Transfer units to the Assessment Task record on the table below, indicating the entry with a 'CT'.

### NO FEE CHARGE

There are no charges Credit Transfer for students enrolled at LCAD.

### Credit Transfer

(Attach a photocopy) Attach a copy of your Statement of Attainment for units achieved in the any of the above qualifications at another college.

**Assessor name** .....

**Assessor signature** ..... **Date**.....

**Student signature** ..... **Date**.....

### Assessor Instructions:

Attach a copy of S19 TASK Completion RECORD to this this form.

Once the CT units have been selected by the assessor in attached TASK Completion RECORD it is then handed to admin who will update it to the students file in the database. The form will then be added to students hard file. The student will see their CT credit on their next report issued at the end of each semester.