

Student Instructions to be read before filling the Application Form

The applicants are required to read the below instructions in conjunction with the CRICOS Course Credit transfer policy available on ECA College website <https://www.ecacollege.nsw.edu.au/policies-and-forms>

- In accordance with regulatory requirements, the ECA College recognizes all AQF Qualifications and Statements of Attainment issued by other Registered Training Organisations and grants academic credit for such courses/units of study upon a prospective or existing student's application (supported by the requisite documentary evidence) for such course credit.
- Applications for course credit can be made by applicants either before or after a visa has been approved by submitting a completed Course Credit Application Form available from their Agent, the ECA College's website or in hard copy from Student Services.
- The ECA College does not grant course credits for the recognition of prior learning based on employment 'experience of recognition of competency currently held'.
- The maximum academic credits which can be given to any student in any course cannot exceed more than twenty-five percent (25%) of that course weight. Credit transfer will only be issued when the student's enrolment includes at least one other unit of competence for which the student is participating in training or is seeking recognition. Student may not enroll only for credit transfer.
- The ECA College Director of Studies is responsible for assessments of Credit Transfer /RPL, but may, as appropriate, delegate individual assessments to assessors who have immediate and relevant qualifications relating to the Nationally Recognized Qualification and/or Unit of Competency.
- Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
- Students may not apply for credit transfer for units of competence or qualification which are not included in our scope of registration.
- Whilst students may apply for credit transfer at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- All students can apply for credit transfer or RPL during the course of the program, but the application must be made no later than 3 weeks prior to the applicable unit commencing.
- The student does not incur any fees for credit transfer and we do not receive any funding when credit transfer is granted.
- Credit transfer may only be awarded for whole units of competence. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and the applicant will be advised to seek recognition.

- I warrant that the information on this form is correct and complete. I am aware that withholding relevant information relating to my application, including academic transcript/s might invalidate my application and ECA College may withdraw an offer of a place or cancel my enrolment in consequence.
- I authorize ECA College to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions.
- I understand that ECA College is not responsible if any educational body or institution does not supply these records.
- I agree to abide by the regulations and policies of ECA College

Signature:

Date:

Office use only

Name of the staff processing the application:	Application
Date received:	Sent for Approval Yes <input type="checkbox"/> No <input type="checkbox"/>
	Approval sent Date Click or tap to enter a date.
	Due date for Approval Click or tap to enter a date.
Approval Authority	Student advised of the outcome Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of the Staff	Email sent date: Click or tap to enter a date.
Signature	For International Students:
	eCoE with revised End date required? Yes <input type="checkbox"/> No <input type="checkbox"/>
As per ESOS act ,If the credit transfer is approved, <i>International Students must explicitly return authorization of credit offered to them.</i>	ECA College Admissions notified of the new end date? Yes <input type="checkbox"/> No <input type="checkbox"/>
Credit report form sent to the student	Yes <input type="checkbox"/> No <input type="checkbox"/>
Acknowledgment received from the applicant	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If packaged student, Is the student services of the higher education notified of the new/amended eCoE? Yes <input type="checkbox"/> No <input type="checkbox"/>