

# Application for Credit Transfer (CT)

## Information Guide

Directors who consider they have previously acquired competency through formal training in Australia or overseas may apply for **Credit Transfer (CT)**. Recognition of Credit Transfer (CT) means recognition of competencies currently held, regardless of how, when or where the learning occurred. Under the Australian Quality Training Framework (AQTF), competencies may be attained in a number of ways. This includes through any combination of formal or informal training and education.

In order to grant CT, the assessor must be confident that the candidate is currently competent against the endorsed industry standard or outcomes, specified in the Certificate IV in Governance Australian Qualifications Framework accredited courses. The evidence may take a variety of forms and could include qualifications, certification and professional industry association accreditation. The assessor must ensure that the evidence is authentic, valid, reliable, current and sufficient.

The policy and procedures used are adapted from a nationally recognised and accredited Recognition of Current Competence model. This model consists of three phases; these being:

- Phase 1: Application
- Phase 2: Assessment (Including Interview)
- Phase 3: Review (Including Appeal)

It is the applicant's responsibility to familiarise themselves with all policy and procedures relevant to this application, including all relevant Competency Statements. These documents can be accessed through our office. This form is designed to help the CT applicant organise his/her evidence to apply for specific Elements of Competency/Learning Outcomes relating to the key club governance standards.

The applicant may use this tool as a checklist or 'organiser' when compiling evidence towards the competencies detailed. The applicant should note that this document alone does not constitute evidence for assessment purposes. All documentary evidence is to be attached to this form for CT assessment purposes. All attachments are to be included (in Reference order) in the Evidence List. All licences and certificates must be either original or 'certified true copies'.

Evidence may include (but is not limited to) the following:

- Industry Certificate
- Resume/Curriculum Vitae
- Statutory Declaration
- Assessment Documentation
- Academic Testamur and/or Transcript
- Letter of Reference from employer, trainer, etc
- Report/Letter of Reference from State or Territory Association in relation to qualifications held
- Overseas Certificate

# Recognition of Credit Transfer (CT) Application Form

This form must accompany your CT application.

Part 1 is a cover sheet that you complete once only.

Part 2 must be completed for each subject you want to CT. **Example** - If you are applying for 2 modules to be assessed you complete Part 1 once and complete Part 2 twice, once for each module documenting the evidence you are submitting.

Refer to CT Information Guide for assistance.

## PART 1

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### Director information

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Club: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (work) \_\_\_\_\_

Phone: (home) \_\_\_\_\_

Phone: (mobile) \_\_\_\_\_

E-mail: \_\_\_\_\_

Qualification/Program name: \_\_\_\_\_

Director Foundation & Management Collaboration  Finance for Club Boards

I hereby certify that the information provided and the documentation attached are true and correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Office use only

Date received from director: \_\_\_\_\_

Date returned by assessor: \_\_\_\_\_

Date approved: \_\_\_\_\_

Certificate Issued: \_\_\_\_\_

Send this completed form and all relevant certified evidence to:

Mail: CT at ClubsNSW, Level 8, 51 Druitt Street, SYDNEY NSW 2000 or Fax: 02 9268 3066

Email: [education@clubsnsw.com.au](mailto:education@clubsnsw.com.au)

**PART 2**

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Director Name:

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Module name: Director Foundation & Management Collaboration  Finance for Club Boards

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**Director information**

Evidence supplied for Module listed above:

[Please list the evidence that you have supplied. Attach all evidence listed on this form]

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**Office use only**

**Assessor information**

Application must be registered with ClubsNSW before processing

Evidence	Evidence meets requirements (if “unsatisfactory”, reason must be documented)		
	Satisfactory/ Unsatisfactory	Evidence Used	Comment
Element 1			
Element 2			
Element 3			
Element 4			
Element 5			
Element 6			
Critical Aspects of knowledge & skills			
Essential Knowledge			
Essential Skills			

**CT result:**

Assessor recommendation

Credit Transfer recognised: Yes  No

Student feedback given: Yes  No

Assessor name:

Assessor comments:

(Overall comments to Student must be documented)

Assessor Signature:

Date: