



## **Credit Transfer Kit for Built Environment Programs**

CQ29	Bachelor of Construction Management
CG15	Bachelor of Building Surveying and Certification
CA34	Associate Degree of Building Surveying
CU63	Associate Degree of Building Design
CU65	Bachelor of Building Design

# 1 Credit Transfer -Recognition for Prior Learning(RPL)

Course Credit (also known as Credit Transfer or Exemptions) may be granted to students who are able to demonstrate appropriate prior learning or experience\*.

## \* **IMPORTANT:**

**Built Environment Programs do not take Recognition for Current Competency (RCC) into account when assessing credit transfer applications unless extensively supported by previous study.**

## **1.1 Who can apply for Credit Transfer?**

If you have undertaken **study** in the last ten years, you may be eligible for credit towards your CQUniversity degree. Please ensure you consult the [Course Credit Policy, Principles and Procedures](#) for further information prior to submitting your application.

## **1.2 How to apply?**

### **1.2.1 Internal Credit Transfer**

For those students who have previously studied with CQUniversity and wish to request credit for their current program you must complete and submit the Application for Credit Transfer Form. No supporting documentation is required for internal program credit transfers. If you are transferring from a non-related discipline, a complete application is required.

### **1.2.2 Credit from other Institutions**

If you have studied at another Institution, please see below.

#### **1.2.2.1 Other Australian Universities/Institutions**

If you have studied at another Australian University or Institution, you need to provide the following:

- Application for Credit Transfer Form ; **AND**
- Certified graded transcript; **AND**
- Course outlines for each course for which you are requesting credit; **AND**
- Mapping of CQUniversity course learning outcomes to prior course learning outcomes and activities (Appendix A)

Please note that your application can not be assessed until all the required supporting documentation has been received. Please note that it is the student's responsibility to provide this documentation. CQUniversity cannot contact other institutions on the student's behalf.

#### **1.2.2.2 TAFE/VET**

If you have studied at TAFE you need to provide the following:

- Application for Credit Transfer Form; **AND**
- Statement of Attainment; **AND**
- Course outlines for each course for which you are requesting credit; **AND**
- Transcript showing modules completed; **AND**
- Mapping of CQUniversity course learning outcomes to prior course learning outcomes and activities (Appendix A).

Please note that credit is only granted for qualifications at Diploma level and higher.

Credit *might* be considered Certificate IV in the Built Environment for associated study.

### **1.2.2.3 International Universities/Institutions**

If you have studied at a University or Institution outside of Australia, you need to provide the following:

- Application for Credit Transfer Form; AND
- Certified graded transcript with grade explanations; AND
- Course outlines for each course for which you are requesting credit; AND
- Mapping of CQUniversity course learning outcomes to prior course learning outcomes and activities (Appendix A); AND
- Program Information that includes program duration and number of courses required; AND
- University/Institution details that include name and location.

Please ensure that all documentation provided is official and translated into English.

## **1.3 Application Timelines**

Students are advised to make application for credit well in advance of term commencement (at least 30 days prior to term commencement). This is to allow time for assessment and considered decisions in relation to course enrolment.

Applications received after Census Date will not be considered until the following term. Students are advised to enrol in the courses for which they are applying for credit in case of an unsuccessful application.

Once your application has been received and assessed, the University will notify you of the outcome via your student email account.

It is your responsibility to ensure you are not enrolled in any course, after the last day to drop (Census date) as stated in the current Principal Dates (<http://handbook.cqu.edu.au/Handbook/dates.jsp>) for which you have also been granted exemption via the Credit Transfer process.

An application for credit should not be made until the applicant has received and accepted a formal offer of a place from QTAC or the University.

Applications for Credit Transfer will only be considered in line with the deadlines specified in the current CQUniversity Handbook (<http://handbook.cqu.edu.au/>). Please allow a minimum of 30 days, prior to that deadline, for processing of your application. Incomplete applications will restart the process.

## **1.4 Application Forms**

[Application for Credit Transfer Form](#) \* please provide more than one form if your courses exceed the space on the form

## **1.5 Policy**

Full details of the Course Credit process can be found in the below policy, principles and procedures:

- [Course Credit Policy](#)
- [Course Credit Principles](#)
- [Course Credit Procedures](#)

## 2 How to apply for Credit Transfer

If you believe you are likely to be successful in your Credit Transfer Application for a particular course, you should **still enrol for that course**. If your Application is successful it will be added to your Academic Record and will be counted towards your program as if you had completed the course in the normal way.

If you are unsure whether your application will be approved, ensure that you apply early enough so that we have time to process your application and inform you of the outcome before the last day to add courses as outlined in the online Handbook under "principal dates". You can then adjust your enrolment to suit.

The diagram below shows the steps required to put together an Application for Credit Transfer. A Credit Transfer Application form can be obtained from your Program Advisor <http://studentforms.cqu.edu.au/FCWViewer/view.do?page=8337> or from the following website: <http://content.cqu.edu.au/FCWViewer/view.do?page=7035>

Step 1

Familiarise yourself with the courses in your program.  
Program structures Program structures can be found in the CQUniversity Handbook at <http://handbook.cqu.edu.au/> .

Step 2

Identify the courses in your program you believe you may already have knowledge of based on your previous study.

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Step 3

Click on the Course Code for that course then click on the Course Profile link. Find the Learning Outcomes in the Course Profile.  
List the Learning Outcomes in the format shown in *Appendix A. Course Mapping Sheet*.

Step 4

Provide proof of how you have previously covered each Learning Outcome on your *Course Mapping Sheet*.

Step 5

Submit your completed Credit Transfer Application Form, along with the Course Mapping Sheet for each course you are applying for Credit Transfer and any supporting evidence required.

### 3 How can I demonstrate I have covered the Topic?

In order to obtain Credit Transfer for a given course, you must prove that you have fully addressed the topics for that course. You may have previously completed the same course at CQUniversity under a different program, or you may have completed a module at a different institution that covered equivalent material. Note that in most cases you will need to have done two (2) TAFE subjects in order to be considered for credit transfer for one (1) CQUniversity Building course.

In any of these cases, you must provide evidence to support your claim. When filling out the Course Mapping Sheet (Appendix A), you must state what supporting evidence you have to support your claim. When completing the Course mapping Sheet, you must include evidence showing that you have met the learning and teaching requirements of the equivalent CQUniversity course.

Unsupported claims will not be processed and rejected.

Typical entries in the **Your evidence** column might be:

- TAFE courses ABC007 and ABC008. See attached Transcript and course synopses. For this part of the application you will have to show in detail how your previous course (s) satisfies the CQUniversity course that you are applying for. If you do not complete this section, your application will not be processed and rejected. You have to identify the courses that you are applying for.
- University course PQR123. See attached Transcript and course synopsis.

**IMPORTANT: Recognition for current competency will not be a consideration for credit transfer.**

#### 3.1 What evidence do I need?

It is your responsibility to submit evidence to support your claim. This may take the form of:

- Certified transcript(s) of past academic record(s) indicating the module(s) completed, year completed and grade obtained (including details of the grading system), and weighting of the module as a portion of the total program. A photocopy of the transcript stamped and signed by a JP saying they have sighted the original is acceptable. A certified copy of the module description(s) must accompany the transcript even if you are applying on the basis of one of the standard TAFE transfers shown in Program structure for your program. You may obtain a module description from the institution's handbook or from materials you received when studying the module.

## **4 Submitting your Application**

### **4.1 Final checklist**

Before you submit your Application, check you have all the following:

- Credit Transfer Application form. Name, student number and program are filled in. All courses you are applying for credit for are listed. You have signed and dated the form.
- One (1) Course Mapping Sheet for each course you have listed on your Credit Transfer Application form. Each Course Mapping Sheet must have an entry for all Topics.
- Supporting evidence (e.g. copies of transcripts, module synopses and other official documentation) as listed on the Course Mapping Sheets.

### ***Where do I send my completed Application?***

Applicants seeking credit should submit their completed Application for Credit Transfer to:

CQUniversity Rockhampton  
Student Contact Centre, Bldg. 5  
Bruce Highway  
Rockhampton QLD 4702  
Australia

## 5 Appendix A – Course Mapping Sheets

**IMPORTANT: You have to complete one course mapping sheet for each course that you are applying for.**

<b>Student Name and Number</b>		
<b>Program enrolled:</b>		
<b>CQUniversity Courses Code</b>	BLXX	
<b>CQUniversity Course Name</b>	Sample Course for Credit Transfer	
<b>CQUniversity Course Learning Outcomes</b>		<b>Student Evidence</b>
1	Propose methods for improving the environmental and social sustainability of the built environment	
2	Explain the basic theoretical and practical concepts used in urban planning	
3	Choose appropriate design responses for particular Australian climate zones	
4	Select building materials on an environmentally preferred basis with particular reference to embodied energy, usage and waste	
5	Solve routine and unfamiliar problems using information, technology, logic and ethical decision making	
6	Practice personal and interpersonal skills	
7	Use effectively appropriate modes of communication.	