

Credit Transfer (CT) Request form for RII50520 Diploma of Civil Construction Design

(Packaged Qualification)

Important Information for Students:

- *Students must submit certified copies of AQF certification documents, Statements of Attainment (SOA), or official academic transcripts as evidence.*
- *A maximum of 50% Credit Transfer is permitted for this qualification.*
- *Gateway units, unit clusters, and the capstone project are designated as not applicable for Credit Transfer to keep the integrity and standards of the package.*
- *Credit Transfer outcomes are subject to verification, validation, and final approval by authorised ACMi personnel.*
- *The application of Credit Transfer will result in an adjustment to course duration and tuition fees, which will be reflected in the Letter of Offer.*
- *USI Transcript required; if missing or unit not listed, application is placed on hold and credit transfer may later be revoked.*

Student to Complete

Student Details

Name:			
Student ID:			
Email			
Course Name:			
Contact No.			
USI Number			
Application Date		Signature	

Agent Details (if Applicable)

Agent Email			
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Unit Details					
No	Unit Code	Unit Title	Student Claimed Units (Must provide SOA/ Evidence)	Verified by Admissions	Verified by Admin
1.	MEM23004A	Apply technical mathematics	CT not applicable		
2.	MEM30012A	Apply mathematical techniques in a manufacturing engineering or related environment	CT not applicable		
3.	MEM30005A	Calculate force systems within simple beam structures	CT not applicable		
4.	MEM30006A	Calculate stresses in simple structure	CT not applicable		
5.	CPPSIS5032	Capture new spatial data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	CPPSIS5035	Obtain and validate spatial data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	MSL973022	Conduct laboratory- based acceptance tests for constructions materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	MEM30031A	Operate computer-aided design (CAD) system to produce basic drawing elements	CT not applicable		
9.	MEM30033A	Use Computer-aided design (CAD) to create and display 3-D models	CT not applicable		
10.	CPPBDN6106	Produce building information modelling for building design projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	CPPCOM4001	Manage own work, professional development and ethical behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	RIICWD505E	Prepare detailed design of landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13.	RIICWD507D	Prepare detailed geotechnical design	CT not applicable		
14.	RIICWD533E	Prepare detailed design of civil concrete structures	CT not applicable		
15.	RIICWD501E	Prepare detailed design of foundations	CT not applicable		
16.	RIICWD535E	Prepare detailed design of civil timber structures	CT not applicable		
17.	RIICWD536E	Prepare detailed design of civil masonry, crib and gabion structures	CT not applicable		
18.	BSBPMG531	Manage project time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	BSBPMG537	Manage project procurement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	BSBST601	Manage innovation and continuous improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verified by Admissions:			Verified by Admin:		
Admission Comments (if any):			Admin Comments (if any):		
<p>Student Declaration</p> <p><input type="checkbox"/> I have read and understand the Credit Transfer Policy and Procedure</p> <p><input type="checkbox"/> I understand that I will not be eligible for a credit transfer if I apply after the commencement date for the unit.</p> <p><input type="checkbox"/> I understand that I will receive a written response within ten (10) business days outlining the college's decision upon validation of the documentation I have provided.</p> <p><input type="checkbox"/> I have provided valid and certified or original documentation</p> <p>Student Signature: _____</p> <p>Date: _____</p>					

Office Use Only		
Completed by Admission Officer		
Verified By:	Signature:	Date
Admission Comments <i>(If any)</i>		
Total units approved for Credit Transfer		Total Weeks Exempted
Total units to be studied at ACMi <i>(Must be 20 all together)</i>		Total Study weeks to be completed at ACMi <i>(Approved course week are 65)</i>
Total Course Fee <i>(\$246 Fee per week)</i>		Adjusted Fee after CT
Academic Manager Approval		
CT Outcome	Positive <input type="checkbox"/>	Negative <input type="checkbox"/>
Approved By:	Signature:	Date:
Comments <i>(if any)</i>		
Student Notified:	Yes <input type="checkbox"/>	Agent Notified <i>(if applicable)</i>
Letter of Offer Issued	Yes <input type="checkbox"/>	Date:
COEs	Yes <input type="checkbox"/>	Date: