

## Credit Transfer (CT) Request form for RII60520 Advance Diploma of Civil Construction Design

*(Packaged Qualification, Pre Requisite RII50520)*

### 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

<b>Name:</b>		
<b>Student ID:</b>		
<b>Email</b>		
<b>Course Name:</b>		
<b>Contact No.</b>		
<b>USI Number</b>		
<b>Application Date</b>		<b>Signature:</b>

### Agent Details *(If Applicable)*

<b>Agent Email</b>	
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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.	BSBWHS616	Apply safe design principles to control WHS risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	RIIQUA601E	Establish and maintain quality system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	BSBTWK502	Manage Team effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	RIICWD533E	Prepare detailed design of civil concrete structures	<b>CT not applicable</b>		
5.	RIICWD507D	Prepare detailed geotechnical design	<b>CT not applicable</b>		
6.	RIICWD509E	Prepare detailed design of urban roads	<b>CT not applicable</b>		
7.	RIICWD526E	Prepare detailed traffic analysis	<b>CT not applicable</b>		
8.	RIICWD534E	Prepare detailed civil steel structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	BSBPMG632	Manage Program risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	BSBPMG531	Manage Project time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	BSBSTR601	Manage innovation and continuous Improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	RIICWD601E	Manage civil works design processes	<b>CT not applicable</b>		
Verified by Admissions:			Verified by Admin:		
Admission Comments (if any):			Admin Comments (if any):		
<b>Student Declaration</b>					
<input type="checkbox"/> I have read and understand the Credit Transfer Policy and Procedure <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. <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. <input type="checkbox"/> I have provided valid and certified or original documentation Student Signature: _____ Date: _____					

<b>Office Use Only</b>		
<b>Completed by Admission Officer</b>		
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 12 all together)</i>		Total Study weeks to be completed at ACMi <i>(Approved course week are 39)</i>
Total Course Fee <i>(\$308 Fee per week)</i>		Adjusted Fee after CT
<b>Academic Manager Approval</b>		
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: