

## APPLICATION FOR PRE-REQUISITE APPROVAL

**THIS FORM IS MANDATORY FOR ALL PRE-REQUISITE APPROVAL APPLICATIONS.  
PLEASE READ CAREFULLY AND COMPLETE IN FULL.**

### **Instructions:**

In line with our regulatory guidelines, InterCare will accept the credentials issued by another RTO. The credential may be a Statement of Attainment for specific modules or units of competency, or it may be a complete qualification.

These documents may be used to support an application for Credit Transfer or to provide evidence of prior study to meet pre-requisite requirements for a new course.

Please allow 5 – 10 business days for your request to be processed. You will be notified via email/phone of the outcome of your application and further steps (where applicable).

At the time of application, you must either:

- (a) be enrolled with InterCare Training OR
- (b) submit this form along with your Pre-Training Review and Enrolment form.

You need to complete Sections A, B and C in full, and submit the required evidence of your studies, in order for the Application to be processed.

Please email the completed form to [online@intercaretraining.com.au](mailto:online@intercaretraining.com.au)

### **SECTION A: STUDENT DETAILS**

|   |   |             |  |
|---|---|-------------|--|
| <b>Student Name:</b>                          |   |             |  |
| <b>Student ID (If known):</b>                 |   |             |  |
| <b>State</b>                                  |   |             |  |
| <b>Qualification / Course Code and Title:</b> |   |             |  |
| <b>I am applying for:</b>                     | <input type="checkbox"/> A pre-requisite requirement for a new enrolment<br><input type="checkbox"/> Other (please specify) _____ |             |  |
| <b>Student Signature</b>                      |   | <b>Date</b> |  |

**SECTION B1: APPLICATION FOR PRE-REQUISITE ENTRY**

This section is used to confirm **prior study** that meets the required pre-requisites for entry into a qualification and/or provide credit towards the qualification.

You will need to submit the following documents with this application:

- ☐ A certified copy of your Statement of Attainment OR
- ☐ An electronic copy of your USI Transcript OR
- ☐ An electronic copy of your Transcript (Certificate or Statement of Attainment)

**SECTION B2: CONSENT TO VERIFY ACADEMIC QUALIFICATION**

It is a regulatory requirement to verify the above-mentioned transcript with the issuing Education Institution (RTO or University). Kindly provide us with your consent to contact them, by completing this section below:

I, \_\_\_\_\_, hereby consent to Integrated Training Solutions Pty Ltd (Aust) T/A InterCare Training to use my personal details to conduct or procure the conduct of a Qualification Check for Credit Transfer.

|  |  |
|--|--|
| <b>Your full name as shown on the Testamur</b>     |  |
| <b>Birth date (DD/MM/YYYY)</b>                     |  |
| <b>Gender</b>                                      | <input type="checkbox"/> Male <input type="checkbox"/> Female<br><input type="checkbox"/> Indeterminate <input type="checkbox"/> Not specified |
| <b>Issuing RTO / University Name</b>               |  |
| <b>Issuing RTO / University contact Number</b>     |  |
| <b>Name of Qualification or Course</b>             |  |
| <b>Graduation date / Issuance of Testamur date</b> |  |
| <b>Student ID (if applicable)</b>                  |  |
| <b>Signature</b>                                   |  |
| <b>Date</b>  |  |

**FOR OFFICE USE ONLY:****Verification of Statement of Attainment (SOA) (if applicable)**

It is necessary to verify that a student has provided a genuine credential. This can be confirmed using any one of the following methods Please indicate which one was used:

- ☐ Request a USI Transcript from the student – attach the transcript to this application and upload to VT docs
- ☐ QLD – use DETConnect to check training records – save and attach the report to this application and upload to VT docs.
- ☐ Receive a certified copy of the SOA and contact the issuing RTO requesting validation of SOA – attach the response to this application and upload to VT docs.
- ☐ Where a certificate has a QR code, scan the code to validate the certificate. Take a photo of the validation and upload it to VT docs together with this application.

**Verified By:**

- ☐ Administration Team during enrolment
- ☐ Training Team for application after commencement

**APPROVAL (BY MANAGER)****Application Review Outcome:**

- ☐ Approved:
- The current unit(s) of competency of the qualification is the same as the unit(s) listed above.
  - The unit of competency is superseded, and it is equivalent. I have compared and established the equivalency.
- ☐ Not Approved:
- The unit(s) of competency is non-equivalent. No further evidence is required.

|   |   |              |  |
|---|---|--------------|--|
| <b>Additional Comments:</b>   |   |              |  |
| <b>Approved by:</b>   | <input type="checkbox"/> National RTO Services Manager<br><input type="checkbox"/> National Training Manager, OR<br><input type="checkbox"/> Compliance Manager |              |  |
| <input type="checkbox"/> I have communicated the outcome to the student and have advised them of the next steps.<br><input type="checkbox"/> I have communicated the outcome to the administration team for recording purposed.<br><input type="checkbox"/> I have saved the evidence on VT docs (this document, the certificate and the verification where applicable) |   |              |  |
| <b>Signature:</b>   |   | <b>Date:</b> |  |