



Student Centre

*How to submit a request for Credit Transfer –
Work Experience*

The following set of instructions will demonstrate:

How to submit a request for Credit Transfer for Work experience via your Student Centre.

Introduction

Hello and welcome to USQ's training tutorial.

First you will need to log into your Student Centre. Starting on the USQ homepage, click the UConnect button located at the top of the screen.

Enter your Student ID and password and click the Logon button.

Finally, click the Student Centre button.

Welcome to the Student Centre home page.

Instructions

1. On the Student Centre home page, click the Online Requests tile.
2. On the left hand side of your screen, click the Credit Transfer menu item.
3. **Important:** Credit Transfer requests submitted online via your Student Centre are only an estimate and are subject to review by the University. Digitally authenticated documents shared via My eEquals or Certified Official Transcripts of study will be required before your request can be finalised unless your study was taken with USQ.
4. To start your online request for credit, click the New request button.
5. On the Welcome page, click the Work experience option.
6. **Step 1:** carefully read the Collection Notice ensuring you understand how your personal information is collected as part of your request for Credit Transfer before clicking the Accept button.
7. **Step 2:** select the Program you are applying for credit against and click Confirm.



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8. **Step 3:** in order for your request to be considered you need to provide:
 - an up-to-date Resume;
 - a statement outlining how your work experience is equivalent to the USQ course/s requested for credit in terms of hours required;
 - a letter from your employer/s (on company letterhead) verifying your Resume and your role/position within their Business/Company;
 - evidence of having met the Learning Objectives for each course you wish to apply for credit. To do this, please complete the Work Experience Equivalency – Credit Assessment form, form attached.

9. **Step 4:** enter your employer/s details by selecting the Add Employer button. Multiple employers can be added if required.

10. **Step 5:** In order to work out the amount of credit you may be entitled to, you will need to provide certified copies of supporting documentation. Refer to the Attachment Checklist.

11. **Step 6:** A summary of your request for Credit Transfer is provided on the final step. Confirm the information is correct and click the Submit button to finalise your request.

12. A message will appear at the top of your screen confirming your request has been successfully submitted. Your request will be sent to the appropriate department for individual assessment.

END OF INSTRUCTIONS

Credit Assessment Template

Work Experience to Course equivalency

Student Details	
Name	
USQ Student ID	
USQ Program	
Date of Application	
Name of Employer	
Employment Position	
Duration of Employment	
Employer Verification Letter	Please attach a letter from your employer verifying the demonstration of achievement provided.
USQ Program Summary [Office Use Only]	
Courses completed at USQ	
Credit granted	
Number of courses remaining	
Maximum exemptions allowable in program	
Australian and New Zealand Standard Classification of Occupations (ANZSCO) Assessment [Office Use Only]	
ANZSCO Skill Level	
AQF degree equivalence	

USQ Course for Assessment: [Course Code] [Course Name]

Course Topics

Course Topics from Course Specification	Demonstration of achievement	Specific projects or examples to support demonstration

Course Learning Objectives

Learning Objectives from Course Specification	Demonstration of achievement	Specific projects or examples to support demonstration

Work Experience Assessment Guidelines

The Australian and New Zealand Standard Classification of Occupations (ANZSCO) is used to determine the AQF level of the work experience for which credit is sought. The maximum credits applicable to a particular qualification should be used to determine if the work experience is at the appropriate AQF level in order to grant credit.

1. The course topics and objectives should be assessed against the work experience and demonstration of achievement and competency provided by the applicant. Where there is deemed to be at least 75% overlap in competency achieved, credit may be awarded.
2. Unspecified credit will not be granted based work experience.
3. Credit based on work experience into postgraduate AQF Level 9 programs will be considered on a case-by-case basis and only granted where significant and substantial evidence of equivalency is demonstrated in the same cognate area of the degree qualification used for admission.
4. Credit based on work experience into AQF Level 9 programs will not be considered where work experience has been used as a basis for admission.
5. The nominated School Coordinators have the delegated responsibility to approve credit. Where required, a course examiner may be asked to recommend courses for credit.

Qualification	Maximum USQ Credit*
Undergraduate	
Certificate IV	1
Diploma	8
Advanced Diploma	12
Bachelor	16

*The maximum USQ Credit is a guide for the appropriate amount of credit commensurate to that level of qualification. This guide should be used in conjunction with the Credit and Exemption Procedure which specifies the maximum credit applicable into USQ degree programs.