

## **Credit Transfer**

Candidates who have completed the Personal Progress qualification may use up to 18 credits from the corresponding units in order to complete their Entry 1 Diploma in Life Skills. This process is known as “Credit Transfer” and is subject to various constraints:

- For credit from Personal Progress units to be transferable, they must have been achieved at the Application stage on the Achievement Continuum, and centres will need to provide evidence of this.
- Units must have been achieved within three years of the request for transfer of credit.

### **Opportunities for Credit Transfer**

Candidates who have achieved the following Personal Progress units at Application (only) and have secured certification can claim credit transfer towards the Entry 1 Diploma in Life Skills:

- Developing community participation skills: Getting out and about
- Developing independent living skills: Having your say
- Developing skills for the workplace: Following instructions
- Developing skills for the workplace: Getting things done
- Developing skills for the workplace: Health and safety
- Developing skills for the workplace: Looking and acting the part
- Rights and responsibilities: everybody matters
- Using local health services

### **How to transfer credit**

When completing the online submission of candidate names, centres should indicate which previously certificated unit(s) they wish to transfer credit from. In the case of credit from Personal Progress units, centres also need to complete a statement confirming that units were achieved at Application stage on the Achievement Continuum. ASDAN will verify the information submitted, calculate the total credits and print the appropriate certificate of achievement. Candidates qualifying for a certificate for the Diploma in Life Skills are also issued with a Credit Transcript, which identifies all the units achieved and their credit values, making up the 37 credits required for the Diploma.