

# Applying for credit – Head Start

## Step-by-step user guide

(formerly GUESTS)

## Contents

1. Introduction .....	3
1.1 Applying for credit as a Griffith University Head Start high school program student .....	3
1.2 Credit Precedent Database .....	3
1.3 When to lodge your credit application (Important Dates) .....	4
1.4 Accessing the online credit application .....	4
2. Completing the online credit application .....	6
2.1 Personal details .....	6
2.1.1 Personal information .....	6
2.1.2 Phone Numbers .....	7
2.1.3 Current address .....	8
2.2 Award program .....	8
2.3 Prior learning .....	9
2.3.1 Prior study .....	9
2.3.2 Add Prior Study – University / Other study .....	9
2.4 Request for credit .....	11
2.5 Supporting documentation .....	12
2.6 Declaration .....	13
2.6.1 Other information .....	13
2.6.2 Review your application .....	13
2.6.3 Declaration .....	14
3. Tracking your application .....	15
3.1 Navigating to track your application .....	15
3.1.1 From the Application submitted confirmation window .....	15
3.1.2 From the Application confirmation email .....	15
3.1.3 From the Griffith University website .....	16
3.2 Track my credit application .....	17
3.2.1 Understanding your application status .....	18

## 1. Introduction

### 1.1 Applying for credit as a Griffith University Head Start high school program student

Griffith may award credit for studies completed within a Head Start (formerly GUESTS) program. This credit can be applied to a range of undergraduate degrees, however you must have achieved a passing grade in your Head Start courses studied.

The amount of credit awarded will be determined both on the courses you have studied through Head Start and the Griffith undergraduate degree you have been admitted to. Obtaining credit will allow you to reduce your University workload and fees in trimester.

This User Guide focuses on applying for credit based on study completed in the Head Start program only, therefore includes only the sections of the Online Credit Application related to this study. If you have other prior study you wish to have assessed, or for guidance on completing the rest of the application, please refer to the *Applying for credit – Step-by-step user guide* available from the **Credit transfer** webpage under *Self-help resources* [www.griffith.edu.au/credit](http://www.griffith.edu.au/credit).

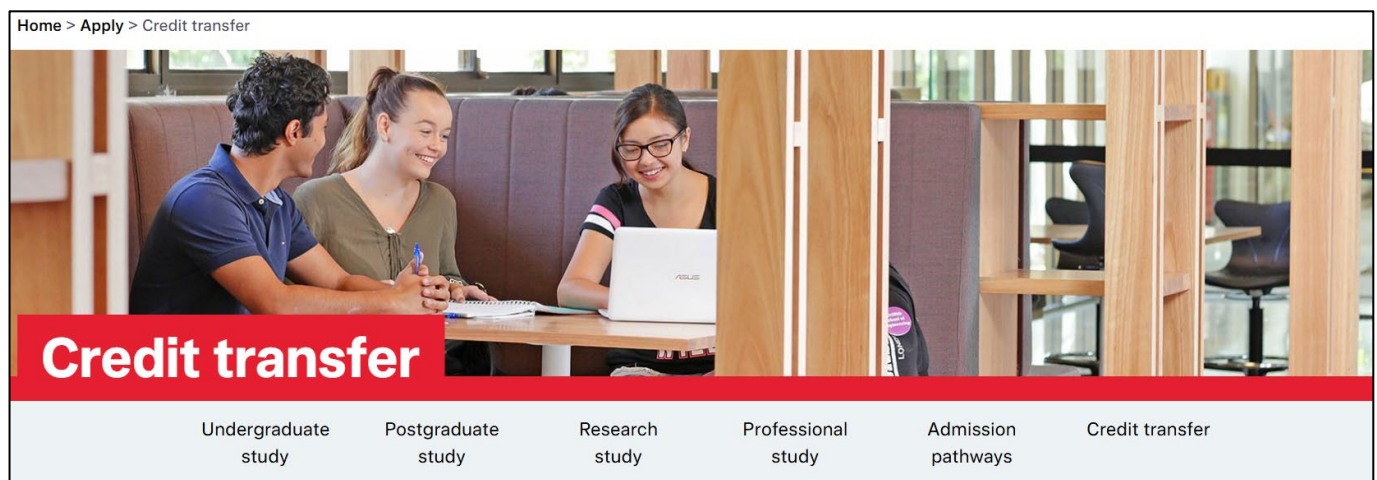


Figure 1 Credit transfer webpage

### 1.2 Credit Precedent Database

Check the **Credit Precedent Database (CPD)** to discover what credit you might be eligible for. You can access the CPD via the **Credit transfer** webpage (refer Figure 2).

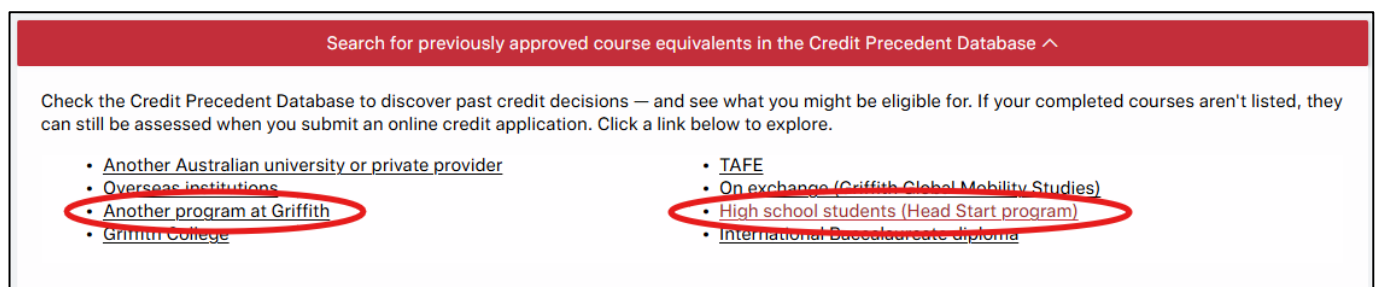


Figure 2 Credit Precedent Database

Courses developed specifically for the Head Start program (Griffith STEM at School) are listed in the [High school students \(Head Start\)](#) section. Refer to the [Another program at Griffith](#) section for all other courses.

### 1.3 When to lodge your credit application (Important Dates)

Applications for credit may be lodged at any time. However, an application for credit will not be accepted for a course you are enrolled in if the census date has already passed. It is far better to have your credit determined prior to the commencement of trimester as it may impact on which courses you enrol in.

Date	Action
31 January	Final day for credit applications to be lodged to guarantee a decision prior to Trimester 1.
31 May	Final day for credit applications to be lodged to guarantee a decision prior to Trimester 2.
30 September	Final day for credit applications to be lodged to guarantee a decision prior to Trimester 3.

### 1.4 Accessing the online credit application

You can access the online credit application through [myGriffith](#), or navigate directly to the **Credit transfer** webpage.

Log into myGriffith and choose *My program* > *Credit for prior learning* (refer Figure 3).

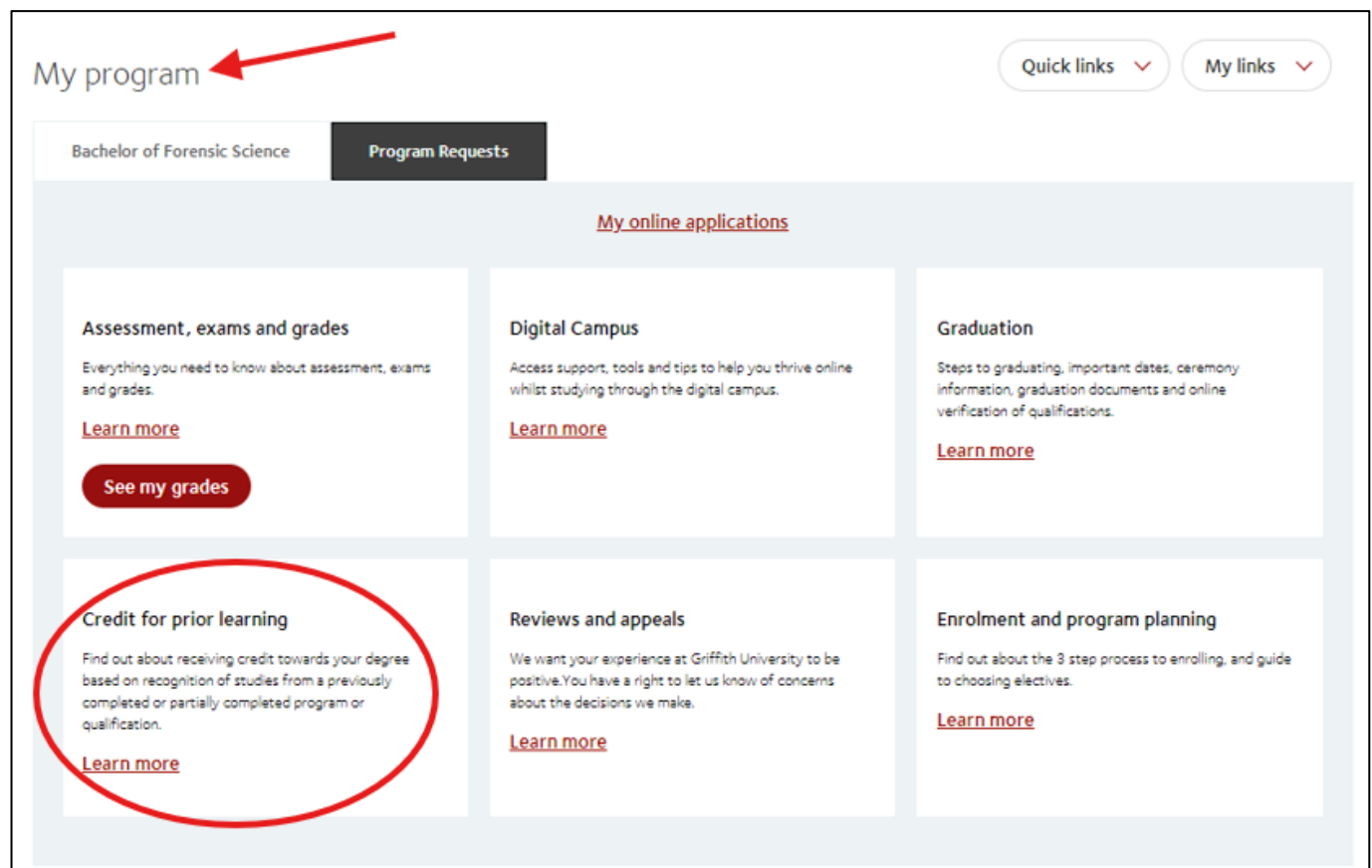


Figure 3 Choose Credit for prior learning from My program

The **Credit transfer** webpage will be displayed

Select the *Apply for credit now* button (refer Figure 4).

## Apply for credit and recognition of prior learning

Gaining credit and recognition of prior learning may reduce the time it will take to complete your degree. Find out more about the types of learning you may gain credit for, how to apply for credit transfer and examples of credit decisions that have been made in the past.

You're encouraged to apply for credit for any previous study or experience before your first trimester so you can plan your enrolment with confidence.

[Preparing your application >](#)

[Apply for credit now >](#)

Figure 4 Select Apply for credit now

The **Before you start** window will open (refer Figure 5).

## Credit for prior learning application

[Personal details](#) > [Award program](#) > [Prior learning](#) > [Request for credit](#) > [Supporting documentation](#) > [Declaration](#)

### Before you start

#### Welcome to your Online Application

- Applying online is quick, easy and secure.
- The web application allows you to submit, save and return to your application.
- You can track the progress of your application at anytime.

#### Supporting Documentation

You will be required to attach additional supporting documentation. For example:

- Informal-non Formal Learning: Curriculum Vitae, Employment Letters, Position Description.
- University/Other: Official Transcripts, Course Outlines (including Learning outcomes, Topics, assessment and text).
- TAFE/VET: Official Statement of Results and Testamur (Diploma).
- You should upload all requested documentation, however, original or certified hardcopies may be required for transcripts, awards and documents listing results.

You can share your digital academic documentation through a platform such as [My eEquals](#). We will accept scanned documentation which you can upload in the supporting documentation section of the application.

#### Need Help?

- If you need help completing your application, and would like to contact one of our staff, please don't hesitate to email us at [credit@griffith.edu.au](mailto:credit@griffith.edu.au)

Griffith University grants credit for prior learning that contributes towards satisfying the requirements for an award of the University. The University's [Credit for Prior Learning Policy](#) sets out the Principles, Aims, Definitions, Granting of Credit, Credit Limits, Review and Appeals and Application and Approval of Credit.

[Next >](#)

Figure 5 Before you start window

Click **Next** to continue.

## 2. Completing the online credit application

### 2.1 Personal details

#### 2.1.1 Personal information

The personal details which you have previously provided in our Student System will automatically display.

**Credit for prior learning application**

Personal details > Award program > Prior learning > Request for credit > Supporting documentation > Declaration

Please answer all questions marked with ★ and click the **Next** button.

**Questions?**  
• Ask Us a question

**Personal information**

**Your personal details**

Title: [dropdown]  
 Family Name: [text box]  
 First Name: [text box]  
 Middle Name: [text box]  
 Preferred First Name: [text box]  
 Gender: ☐ Different Term ☐ Female/Woman ☐ Male/Man ☐ Non-Binary ☐ Prefer not to answer  
☐ Gender X\* (\*Includes Indeterminate/Intersex/Unspecified)  
 Date of Birth: [text box]

**Your email address**  
 Griffith University has the following email address recorded and it will be used for all communication relating to your application.  
 Email address: [text box]

**Any Changes?**  
 Have any of the details above changed or are any details incorrect? ☐ Yes ☐ No

[Save] [Next >]

Phone numbers  
 Current addresses

Figure 6 Personal information

#### Any changes?

- If this information is correct, choose **Yes**.
- If the information is incorrect, choose **No**.
  - A text box will display advising that documentary evidence of your current name and date of birth needs to be presented to a Student Connect Centre (refer Figure 11).

**Any Changes?**

Have any of the details above changed or are any details incorrect? ☒ Yes ☐ No

Please provide documentary evidence of your of current Name and Date of Birth to your **Student Connect Centre** in order to change your existing personal details recorded with the University.

Figure 7 Update personal information

Click **Next** to save and continue.

**Note**

The information you enter on each page will automatically save when you choose *Next*. Alternatively, you can choose *Save* to manually save your information.

A green pop-up bubble will advise that the information has been successfully saved.

✓ Your personal information has been saved for this application.

**Note**

When you update your contact details in myGriffith, they will not change for any credit application you have already started. If any details are missing from any compulsory fields, you will need to commence a new online credit application

If staff need to contact you, they will use the details in myGriffith.

## 2.1.2 Phone Numbers

The telephone numbers which you have previously provided will automatically display.

Personal information

Phone numbers

**Your phone numbers**

We have the following phone number details recorded.

Type	Phone number	Preferred
Mobile	0412345678	✓
Other	07 37350000	

**Any Changes?**

Have any of the details above changed or are any details incorrect? ☐ Yes ☒ No

Previous Save Next

Current addresses

Figure 8 Phone numbers

### Any changes?

- If this information is correct, choose *Yes*.
- If the information is incorrect, choose *No*.
  - A text box will display advising that documentary evidence of your current name and date of birth needs to be presented to a Student Connect Centre (refer Figure 11).

Click *Next* to save and continue.



### 2.1.3 Current address

The address which you have previously provided will automatically display.

Figure 9 Current addresses

#### Any changes?

- If this information is correct, choose **Yes**.
- If the information is incorrect, choose **No**.
  - A text box will display advising that documentary evidence of your current name and date of birth needs to be presented to a Student Connect Centre (refer Figure 11).

Click **Next** to save and continue.

## 2.2 Award program

The programs in which you are enrolled will be listed. If multiple programs are displayed, select the degree for which you are applying for credit. Do **not** select your Head Start program.

Figure 10 Award program

Click **Next** to save and continue.

#### Further Support

Email: [credit@griffith.edu.au](mailto:credit@griffith.edu.au)

Technical issues: Contact IT Support - Telephone (07) 3735 5555



## 2.3 Prior learning

### 2.3.1 Prior study

Choose *University / Other Study* from the drop-down list (refer Figure 11)

Figure 11 Select University / Other study from drop-down list



**Note**

If you also have other prior study you wish to have assessed, or for guidance on completing the rest of the application, please refer to the *Applying for credit – Step-by-step user guide* available from the **Credit transfer** webpage [www.griffith.edu.au/credit](http://www.griffith.edu.au/credit).

### 2.3.2 Add Prior Study – University / Other study

Enter the details as below for your Head Start program (refer Figure 12).

**Institution location:** Australia  
**Institution:** Griffith University  
**Academic level:** Other  
**Name of the award program:** either:  

- Head Start – At School (also known as Griffith STEM at school)
- Head Start – On-campus/Online

**Award program code:** either:  

- for Head Start – At School – 9933
- for Head Start – On-campus/Online – 9912

**Award duration:** < 1 year  
**Year Commenced:** *the year you commenced your Head Start program*  
**Completed:** *tick “Yes”*  
**Completion Year:** *the year you completed your Head Start program*

Figure 12 Enter Head Start program details

#### Further Support

Email: [credit@griffith.edu.au](mailto:credit@griffith.edu.au)

Technical issues: Contact IT Support - Telephone (07) 3735 5555

If your prior study is **unrelated** to your Griffith University degree, select the option to be assessed for maximum flexible module electives (refer Figure 13). You will not be required to enter any further details about this study.

Figure 13 Unrelated study - select to have maximum electives assessed

If your prior study is **related**, or you are seeking credit towards a specific course listed in your Griffith program structure, select *Add course* (refer Figure 14).

Figure 14 For related study select Add Course

Enter the name, code and completion year of each prior course completed. If you are not sure, your Griffith transcript will have this information (refer Figure 15).

Figure 15 Enter the Head Start course details



**Note**

If you completed a multi-part Head Start – At School course, such as Griffith Chem, you only need to enter the final part of the course. This will have the grade achieved on your Griffith transcript.

If you have completed two Head Start courses, click *Add Course* to enter the second course details.

Select *Accept* to save this information.

A summary of the University / Other Study saved will be displayed in the **Prior study** section (refer Figure 16).

**Prior study**

Please list any TAFE / VET awards and university courses you would like assessed for credit.

Add details of prior study

Type	Institution	Prior award program	Prior courses
University / Other Study	Griffith University	Head Start - At School (9933)	Griffith Chem (1000ENV_Y2) <input type="button" value="Edit"/> <input type="button" value="Remove"/>

Prior to final submission of your application, you will be asked to attach a copy of your official transcript or statement listing units / subjects you have completed with results / grades awarded. You can also submit your official transcript via **My eQuals**. You do not need to supply documentation for Griffith University study.

Figure 16 Summary of Prior Study details saved

Check the information saved in your summary is correct, then click **Next** to save and continue.

## 2.4 Request for credit

This is where you identify what Griffith courses you are seeking credit for. The system will guide you based on the type of prior learning:

- Unrelated University/Other study: You are not required to map your prior study to Griffith courses. The application defaults to “Unspecified – assess my maximum credit”.
- Related University/Other study: You must map your past courses to specific Griffith courses in your degree

Click **Add Griffith course** (refer Figure 17).

**Credit for prior learning application**

Personal details > Award program > Prior learning > **Request for credit** > Supporting documentation > Declaration

Please answer all questions marked with ★ and click the **Next** button.

**Questions?**  
• [Ask Us a question](#)

**Equivalent courses**

**Add details of specific courses you wish to request credit for.**

Requests for credit exceeding 18 courses may experience issues with submitting the application. To apply for additional courses please submit another application. To avoid exceeding maximum limit only list courses relevant to your Griffith degree, maximum Free Choice Elective credit will be applied at time of assessment.

Check the [Credit Precedent Database](#) for information on past credit decisions that may apply to your prior University study.

You can check this via I am seeking credit as...

- Select your status
- Formal or Non-formal/Informal study
- How to apply Step 2

Equivalent study or experience I have already undertaken ...	Griffith University course I am requesting credit for ...
Griffith Chem (1000ENV_Y2) - Griffith University	<input type="button" value="Add Griffith course"/>

Figure 17 Click Add Griffith course

Enter the course code of the course for which you are requesting for credit and select the course from the suggestions (refer Figure 18).

Figure 18 Enter the course code and select the course

Note: Griffith Chem precedents to be confirmed for 2026



Hint

Remember to refer to the **Credit Precedent Database**.

Head Start – At School courses are listed in the [High school students \(Head Start\)](#) section.

Head Start – On-campus/Online, if the same course is offered in your program structure, apply for this course, otherwise refer to the [Another program at Griffith](#) section to see if course equivalents exist.

Click *Accept*.

A summary of the requested credit is displayed (refer Figure 19).

Figure 19 Summary of Equivalent courses

Click *Next* to save and continue.

## 2.5 Supporting documentation

Supporting documentation is not required for prior study undertaken at Griffith University. You can ignore this requirement.

Click *Next* to save and continue.

## 2.6 Declaration

### 2.6.1 Other information

Enter any additional information which may support your credit application.

The screenshot shows the 'Credit for prior learning application' form. At the top, a progress bar indicates the current step is 'Declaration'. Below the progress bar, a red banner reads 'Please answer all questions marked with ★ and click the Next button.' To the right of this banner is a red button labeled 'Questions?' with a sub-link 'Ask Us a question'. The main section is titled 'Other information' and contains a text area for 'Is there anything else you would like to add?'. Below the text area is a small note: 'If you have any further information that you feel may support your application, please provide details for consideration. (Maximum 1024 characters)'. At the bottom right of the form are buttons for 'Previous', 'Save', and 'Next'. At the bottom left is a link 'Review your application'.

Figure 20 Enter any additional information

Click *Next* to save and continue.

### 2.6.2 Review your application

Review your application to ensure all sections are completed.

The screenshot shows the 'Credit for prior learning application' form, 'Review your application' section. The progress bar at the top shows 'Declaration' as the current step. Below the progress bar, a red banner reads 'Please answer all questions marked with ★ and click the Next button.' To the right of this banner is a red button labeled 'Questions?' with a sub-link 'Ask Us a question'. The main section is titled 'Review your application' and contains a 'Review your progress' section. This section lists the following sections and their completion status: 'Personal details | Personal information' (Complete ✓), 'Personal details | Phone numbers' (Complete ✓), 'Personal details | Current addresses' (Complete ✓), 'Degrees | Award program' (Incomplete ⚠), 'Prior learning | Prior study' (Complete ✓), 'Prior learning | Prior experience' (Complete ✓), 'Request for credit | Equivalent courses' (Complete ✓), 'Supporting documentation | Supporting documentation' (Complete ✓), and 'Declaration | Other information' (Complete ✓). Below this list is an 'Application preview' section with the text: 'Before you submit this application, we have provided a full transcript of your responses for you to preview. If you need to make changes, please do so before you submit.' Below the preview text is a button labeled 'Download PDF preview'. At the bottom right of the form is a button labeled 'Previous'.

Figure 21 Review your application

Click any section with **Incomplete** ⚠ to return to this section and complete the missing details.



**Note**

With the exception of **Supporting documentation** all sections must be complete ✓ to be able to submit your application. Supporting documentation is not required for prior study undertaken at Griffith University.

#### Further Support

Email: [credit@griffith.edu.au](mailto:credit@griffith.edu.au)

Technical issues: Contact IT Support - Telephone (07) 3735 5555



You can also download a PDF preview of the completed application, with all responses provided. It is recommended that you review your responses and make any required changes to the application before submitting.

When you are confident that the application is complete, click *Next* to continue.

### 2.6.3 Declaration

Carefully read the **Declaration** statements, then select the checkbox *I have read and accept the statements above to be true and correct*.

Figure 22 Declaration

Click *Submit application*.

The **Your application has been submitted** confirmation window will display (refer Figure 23).

Figure 23 Application submitted confirmation window

A confirmation email will also be sent to your Griffith Student email address.



### 3. Tracking your application

Once you have submitted a credit application, you can track the progress and submit additional documents online via the **Track my credit application** page.

#### 3.1 Navigating to track your application

##### 3.1.1 From the Application submitted confirmation window

When you submit your application, the **Your application has been submitted** confirmation window will display. Click **Track this application** (refer Figure 24).

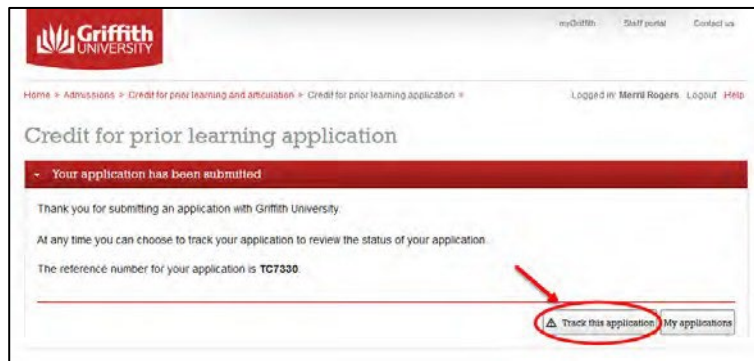


Figure 24 Click Track this application

##### 3.1.2 From the Application confirmation email

Click **Track my credit for prior learning application** in the email (refer Figure 25).

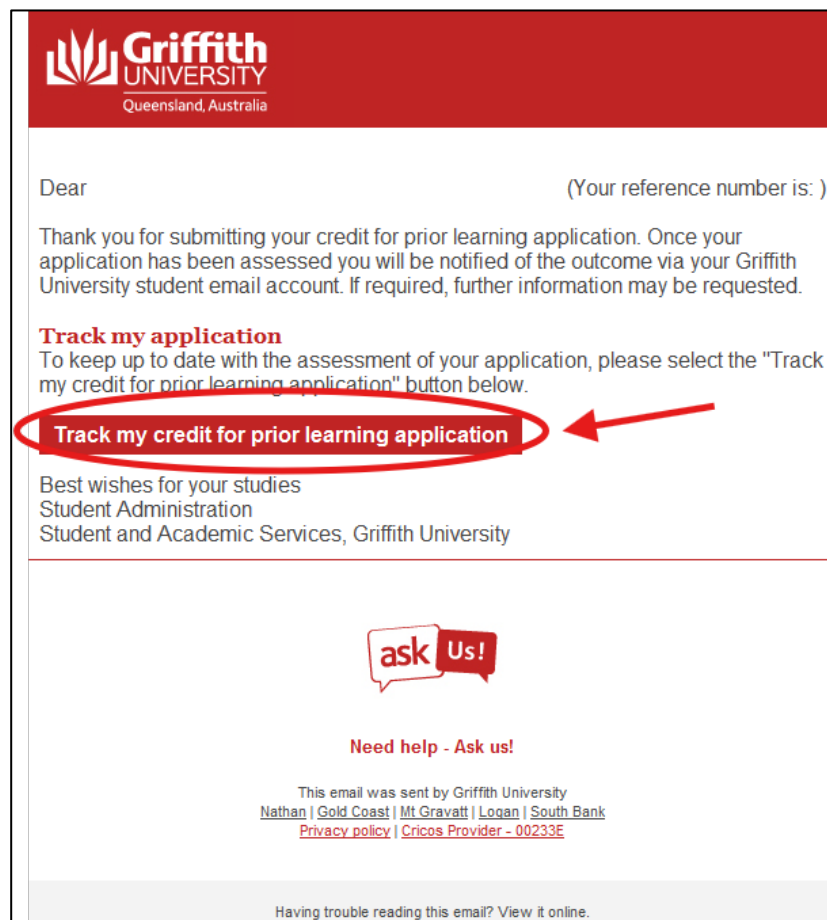


Figure 25 Confirmation email - click Track my credit for prior learning application



### 3.1.3 From the Griffith University website

You can access existing credit applications the same way you started a new application: through [myGriffith](#) or the Credit transfer webpage (refer to Figures 26 and 27).

Log into myGriffith and choose My program > Credit for prior learning (refer Figure 26).

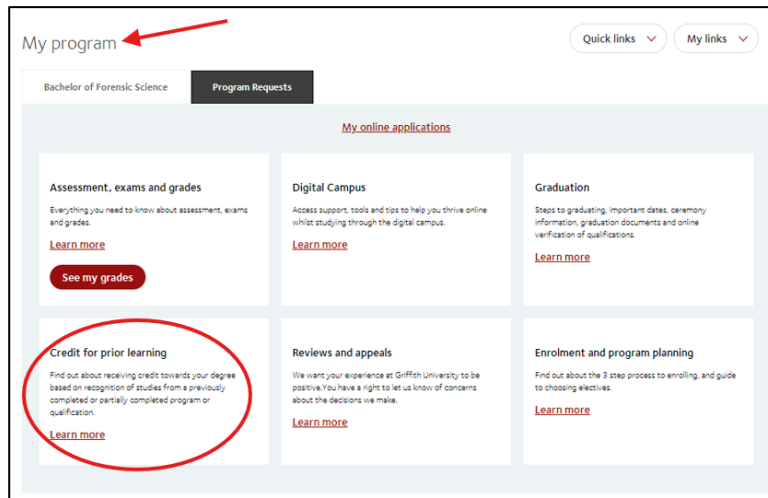


Figure 26 Choose Credit for prior learning from My program

The **Credit transfer** webpage will be displayed

Select the *Apply for credit now* button (refer Figure 27).

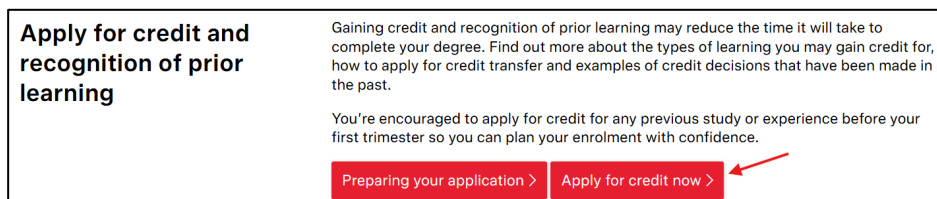


Figure 27 Select Apply for credit now

The **Before you start** window will open. Click *Return to existing applications* (refer Figure 28).

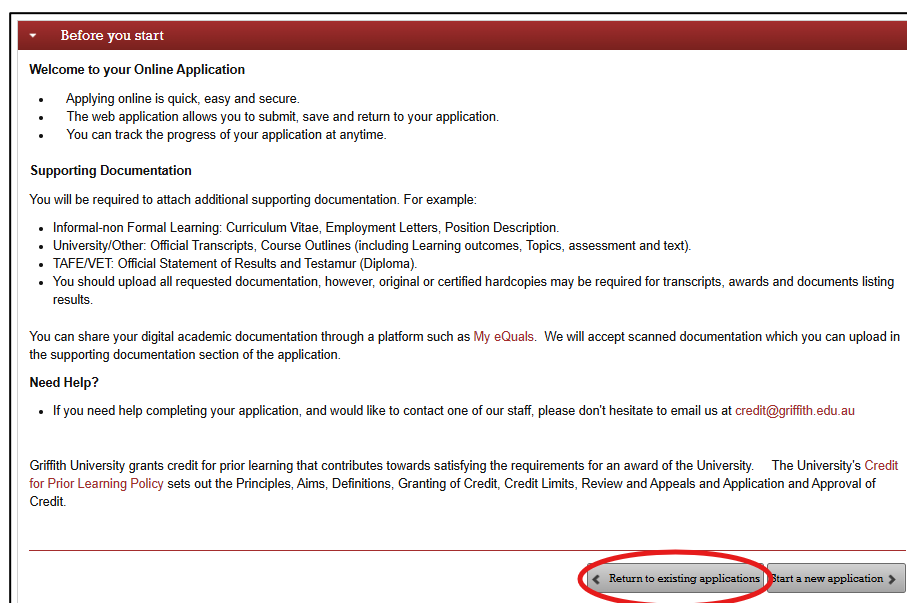


Figure 28 Click Return to existing applications

## 3.2 Track my credit application

Click the *Submitted applications* section to expand. Your application will be listed (refer Figure 29).



Figure 29 Submitted applications are listed

Click *Track & Update*

You can view the status and the outcome of your application (refer Figure 30). Details of any Further Information requests will also display here. You can upload additional documentation, or download the *Attachment coversheet* if hardcopy documentation needs to be submitted at a Student Connect Centre.

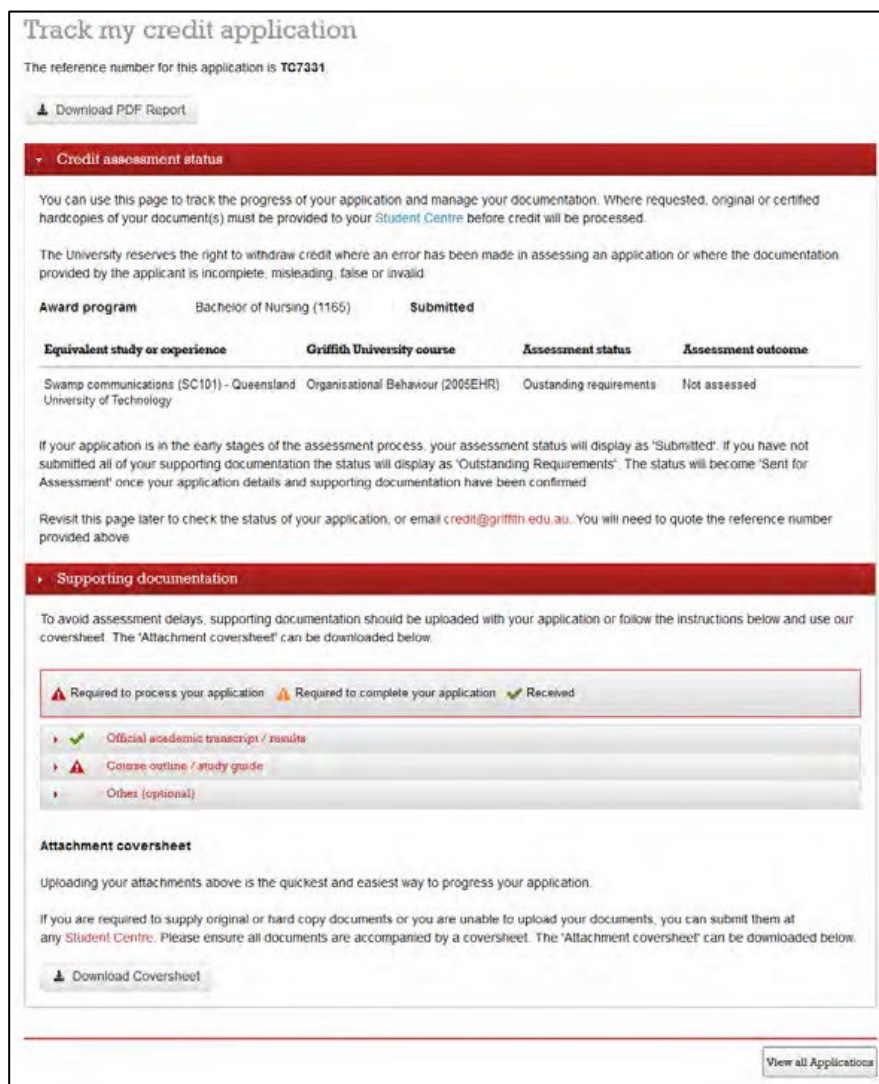


Figure 30 Track my credit application

### 3.2.1 Understanding your application status

Status	Outcome	Description	What you need to do
Submitted	Not assessed	Application submitted but assessment not yet commenced	No action required
Outstanding requirements	Not assessed	Application submitted without all required documentation	Upload all required documentation
Further information requested	Not assessed	Additional documentation still required	Upload all required documentation
Submitted	Not assessed	Additional documentation has been uploaded	No action required
Sent for assessment	Not assessed	Application assessment has commenced	No action required
Awaiting original or certified hard copy	Not assessed	Assessment has commenced, but original documentation must be sighted to finalise	Original or certified academic transcripts must be presented to a Student Connect Centre.
Transcript yet to be updated	Approved	Credit has been approved, Griffith transcript will be updated once whole application is finalised.	No action required
Complete – Transcript updated	Approved	Credit has been approved and application finalised.	No action required
Complete	Not Approved	Credit request is unsuccessful	No action required