

Applying for credit for Griffith University Head Start (formerly GUESTS)

Step-by-step user guide

Last modified 4/03/2024

Applying for credit as a Griffith University Head Start High School Program student

How to apply

Go to Credit transfer website www.griffith.edu.au/apply/credit-transfer and click on *Apply*

Credit transfer

Undergraduate study Postgraduate study Research study Professional study Admission pathways Credit transfer Transfer to Griffith

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 transfers and examples of credit decisions that have been made in the past.

The University may grant credit for

Formal study
(Universities, credentialed programs, TAFE and VET providers)

Formal study takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification. Examples include:

- study undertaken with other Australian higher education providers
- study undertaken at a Vocational Education and Training (VET) provider including TAFE and private colleges
- study at recognised overseas institutions
- credentialed programs provided by recognised professional bodies, employers and other authorities.

Non-formal learning
(Workplace training, volunteer training)

Non-formal learning takes place through a structured program of learning but does not lead to an officially accredited qualification. Examples include learning and training activities undertaken in the workplace, voluntary sector or in community-based settings.

Informal learning
(Social, hobby, experience)

Informal learning is gained through work, social, family, hobby or leisure activities and experience. Informal learning is not organised or externally structured in terms of objectives, time or learning support.

Pathways with credit

The University may grant credit for pathways that are approved with other institutions via an articulation agreement.

Such an agreement is between Griffith and another institution to document and publicise a specifically approved pathway for progression between a program at the other institution and a Griffith award program, involving specific credit arrangements.

Credit Precedent Database

Griffith's innovative Credit Precedent Database allows you to find out what credit decisions have been made in the past. These precedents may give you a guide to the credit that you could be entitled to. Select an option below to view precedents and the step-by-step guide on how to apply.

I am seeking credit as...

Make a selection ▼

Apply for credit

Applying for a credit transfer is quick and easy via our online application

Apply >

The *Credit for prior learning application* will be displayed.

Carefully read the information on the welcome window.

Select *Start a New application* to continue **or** if you have already commenced an application, please select *Return to existing applications*.

Credit for prior learning application

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

Important: You already have an existing application in progress. Please continue if you wish to start a new application. Otherwise, you can [continue an existing application](#) by selecting it from your [application list](#).

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.

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

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.

[Return to existing applications](#) [Start a new application](#)

Personal details

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 [Redacted] ▼

Family Name [Redacted]

First Name [Redacted]

Middle Name [Redacted]

Preferred First Name [Siobhan]

Gender ☒ Female ☐ Male ☐ Gender X* (*Includes Indeterminate/Intersex/Unspecified)

Date of Birth [Redacted]

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 [Redacted]

Any Changes?

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

Save **Next >**

Phone numbers

Current addresses

The personal details which you have previously provided will automatically display in the personal information page.

Any changes?

If any of the details have changed, choose **Yes**.

If the information is correct, choose **No**.

If yes, a text box will display advising that documentary evidence of your current name and date of birth needs to be presented to your Student Connect Centre.

To continue, choose **Next >** (Next).




Note

The information you enter on each page will automatically save when you choose



(Next) and navigate to the next page.

Alternatively you can choose  (Save) to manually save your information.

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

✓ Your personal information has been saved for this application.

Green save bubble indicates the information is successfully saved.

Further support

Email credit@griffith.edu.au

Technical issues – contact IT Help telephone (07) 3735 5555

Phone numbers

The screenshot shows the 'Credit for prior learning application' form. The 'Personal details' tab is selected. The 'Phone numbers' section is active, showing a table with columns 'Type', 'Phone number', and 'Preferred'. A 'Mobile' number is listed with a green checkmark in the 'Preferred' column. Below the table, there is a section 'Any Changes?' with a question 'Have any of the details above changed or are any details incorrect?' and radio buttons for 'Yes' and 'No'. At the bottom, there are buttons for 'Previous', 'Save', and 'Next'.

Type	Phone number	Preferred
Mobile		<input checked="" type="checkbox"/>
Other	07 37 00	<input type="checkbox"/>


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

Any changes?

If any details have changed, choose *Yes*.

If the information is correct, choose *No*.

If yes, a text box advises that you can update your details in myGriffith.

To continue, choose  (Next).

Current address

The screenshot shows the 'Credit for prior learning application' form. The 'Personal details' tab is selected. The 'Current addresses' section is active, showing a table with columns 'Type', 'Address', and 'Preferred'. Two addresses are listed: 'Home' and 'Mail'. Below the table, there is a section 'Any Changes?' with a question 'Have any of the details above changed or are any details incorrect?' and radio buttons for 'Yes' and 'No'. At the bottom, there are buttons for 'Previous', 'Save', and 'Next'.

Type	Address	Preferred
Home	24 Quackers Lane, Duckville Queensland, 4011 Australia	<input type="checkbox"/>
Mail	PO Box 4, Duckville Queensland, 4011 Australia	<input type="checkbox"/>

The address which you have previously provided will automatically display.

Any changes?

If any details have changed, choose *Yes*.

If the information is correct, choose *No*.

If yes a text box advises that you can update your details in myGriffith.

Further support


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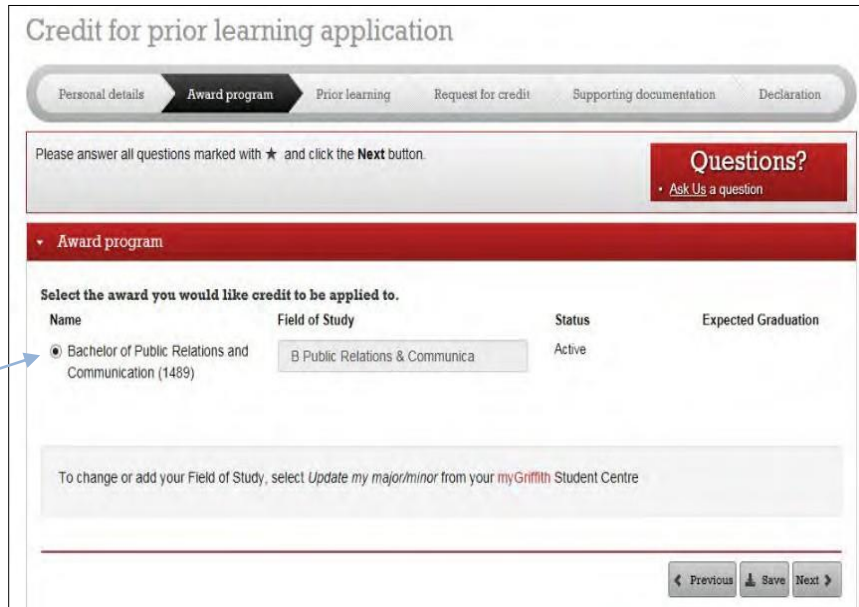
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Applying for credit step-by-step for Head Start user

To continue, choose  (Next).

Award program



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

Award program


Select the award you would like credit to be applied to.

Name	Field of Study	Status	Expected Graduation
<input checked="" type="radio"/> Bachelor of Public Relations and Communication (1489)	B. Public Relations & Communica	Active	

To change or add your Field of Study, select *Update my major/minor* from your myGriffith Student Centre

Previous Save Next

The programs in which you are enrolled will be listed. Select the program for which you are applying for credit.

To continue, choose  (Next).

Further support

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Prior learning

You need to add your prior study here as a Head Start student. Choose **Add details of prior study** drop down button.

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](#)

▼ Prior study

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

Add details of prior study

Select Prior Study ▼

Type	Institution	Prior award program	Prior courses

[Previous](#) [Save](#) [Next](#)

▶ Prior experience

Choose **University/Other Study** from the list.

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](#)

▼ Prior study

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

Add details of prior study

University / Other Study ▼

Type	Institution	Prior award program	Prior courses

[Previous](#) [Save](#) [Next](#)

▶ Prior experience

Further support

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The Add Prior Study box will appear.

Type

Institution location

Institution ☐ My institution isn't listed

Academic level

Name of the award program

Award program code

Award duration

Year Commenced

Completed ☐ Yes

Add one or more courses that you have completed as part of this award program and would like to request credit for. Prior to final submission you will be asked to attach course outlines / study guides for courses you have listed.

Please enter the following information in this Prior study section.

Choose *Institution location* as **Australia**
Choose *Institution* as **Griffith University**
Choose *Academic Level* as **Bachelor Degree**
Type *Name of the award program* as either:

- **Head Start – At School**
- **Head Start – On-campus/Online**

Type *Award program code* as either:

- for Head Start At-school **9933**
- for Head Start On-campus/Online **9912**

Award Duration please choose **< 1 Year (even if over 2 high school years)**

Year Commenced ie **Year commenced Head Start program**

Completed (tick yes)

Completion year ie **Year completed Head Start program**

Example below:

Type

Institution location

Institution ☐ My institution isn't listed

Academic level

Name of the award program

Award program code

Award duration

Year Commenced

Completed ☒ Yes

Completion year

Add one or more courses that you have completed as part of this award program and would like to request credit for. Prior to final submission you will be asked to attach course outlines / study guides for courses you have listed.

Choose (Add course).

Further support

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In the below section, please choose *Course name* and add the course of study that you have completed as a Head Start student (your Griffith academic transcript will list the name and Course code), please add *Course code* and *Completion year*.

Add Prior Study

Type

University / Other Study

Institution location

Australia

Institution

Griffith University

My institution isn't listed

Academic level

Bachelor Degree

Name of the award program

Head Start - At School

Award program code

9933

Award duration

< 1 Year

Year Commenced

2022

Completed

Yes

Completion year

2023

Griffith Chem (9000ENV_P2)

Course name

Griffith Chem

Course code

9000ENV_P2

Completion year

2023

Remove Course

Add Course

Add one or more courses that you have completed as part of this award program and would like to request credit for. Prior to final submission you will be asked to attach course outlines / study guides for courses you have listed.

Cancel

Accept

Choose

Accept

 (Accept). A summary of the study will be displayed in the prior study window.

Prior study

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

Add details of prior study

Select Prior Study

Type	Institution	Prior award program	Prior courses
University / Other Study	Griffith University	Head Start - At School (9933)	<div>Griffith Chem (9000ENV_P2)</div> <div>Edit Remove</div>

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.

Previous

Save

Next

Prior experience

Select

Next

 (Next).

Further support

Email credit@griffith.edu.au

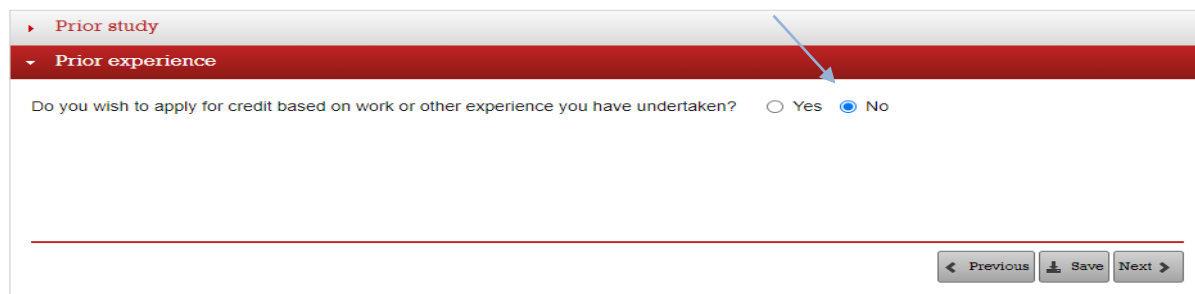
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Choose *No* for credit based on other experience undertaken and select  (Next).



▸ Prior study

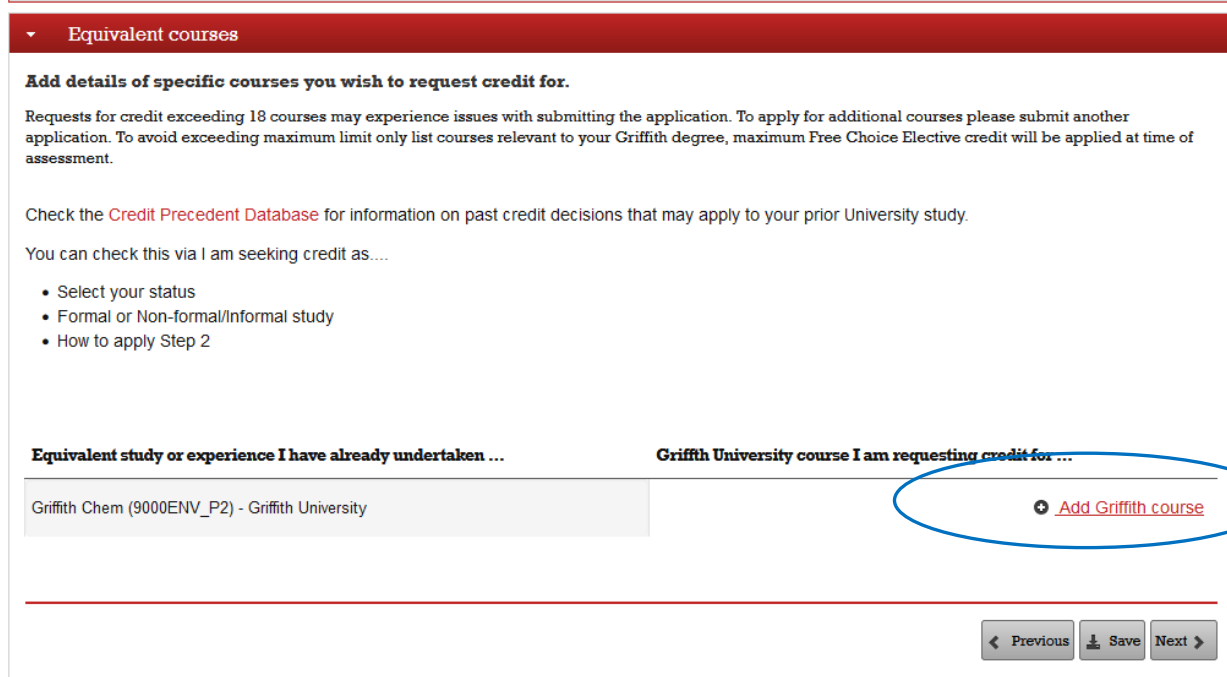
▾ Prior experience

Do you wish to apply for credit based on work or other experience you have undertaken? ☐ Yes ☒ No

◀ Previous  Save Next ▶

Add equivalent course

Choose *Add Griffith course* button.



▾ 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 (9000ENV_P2) - Griffith University	 Add Griffith course

◀ Previous  Save Next ▶

Further support

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Add the *Griffith University course I am requesting credit for* (Head Start program At-School refer to webpage: <https://www.griffith.edu.au/apply/credit-transfer/high-school-students> which lists credit equivalence information.

Add Equivalent Course for Griffith Chem (9000ENV_P2) - Griffith University

Prior learning I have already undertaken ★ 00ENV_P2) - Griffith University

Griffith University course I am requesting credit for ★ Chemistry I (1023SCG)

Course profile [Chemistry I \(1023SCG\)](#)

Unsure which Griffith University course to select?

Your prior studies may be equivalent to one or more courses in your **program course list** (choose program and select the Course list and requirements link).

Alternatively, you may be eligible for credit towards **listed or free choice elective courses** if offered as part of your program course list. Check your **program course list** and add a listed or free choice elective course.

Cancel Accept

Choose (Accept).

This window will display a summary of the Head Start program undertaken and what Griffith University course you are requesting credit for.

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 (9000ENV_P2) - Griffith University

Chemistry I (1023SCG)

[+ Add Griffith course](#)

Choose (Next).

Further support

Email credit@griffith.edu.au

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Supporting documentation

Please note you **are not** required to upload an official academic record or course outlines, as we already have access to this documentation. (After submitting your credit application if you receive an email requesting documentation for your Head Start study please **disregard** this request as it will be automatically generated).

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.

⚠ Required to process your application ⚠ Required to complete your application ✓ Received

Questions?
• [Ask Us a question](#)

▼ Supporting documentation

To avoid assessment delays, supporting documentation should be uploaded with your application. Where requested, original or certified hardcopies of your document(s) must be provided to your **Student Connect Centre** before credit will be processed. Please print off the 'Attachment coversheet' featured on the 'Track your application' page, presented after you submit this application, and include it with your documents.

▶ ⚠ Official academic transcript / results

▶ ⚠ Course outline / study guide

▶ Other (optional)

◀ Previous

Save

Next ▶

Choose

Next ▶

 (Next).

Declaration

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](#)

▼ Other information

Is there anything else you would like to add?

If you have any further information that you feel may support your application, please provide details for consideration.

(Maximum 1024 characters)

◀ Previous

Save

Next ▶

▶ [Review your application](#)

Not necessary to complete this section. Choose

Next ▶

 (Next).

Further support

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Applying for credit step-by-step for Head Start user

Review your application

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

Other information

Review your application


Review your progress
Your application progress is outlined below; the following sections are marked as Complete or Incomplete depending on your progress. To complete your application all sections must be marked as Complete.


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 ✓
Declaration Other information	Complete ✓

Application preview
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.

Download PDF preview

Previous

Click any section with  (Incomplete) as this section must be completed before the application is submitted aside from supporting documentation.

Choose  (Save).

Choose **Declaration** on the navigation bar to return to *Review your application*.

Application preview

Choose  (Download PDF preview).

The completed application with all your responses will be available for you to preview. 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, choose  (Next).

Further support

Email credit@griffith.edu.au

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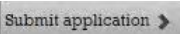
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Applying for credit step-by-step for Head Start user

The Declaration window will be displayed.

The screenshot shows the 'Credit for prior learning application' interface. At the top, a navigation bar includes links for 'Personal details', 'Award program', 'Prior learning', 'Request for credit', 'Supporting documentation', and 'Declaration' (which is highlighted). Below the navigation bar, a message states: 'Please answer all questions marked with ★ and click the **Next** button.' To the right of this message is a red button labeled 'Questions?' with a sub-link 'Ask Us a question'. Below the message, there are three expandable sections: 'Other information', 'Review your application', and 'Declaration' (which is expanded). The 'Declaration' section contains the following text: 'Declaration' followed by a list of three statements: 1. 'I declare that to the best of my knowledge the information supplied by me is true, correct and complete in every respect.' 2. 'I consent to the collection, storage and disclosure of information concerning any acts of record falsification or other irregular acts in relation to my academic record.' 3. 'I authorise and grant the University permission to verify such records through qualification verification services or grant my consent for other educational institutions, admissions centres, government bodies or employers to disclose information about my qualifications and for experience directly to the University.' Below the list, there is a blue arrow pointing to a checkbox labeled 'I have read and accept the statements above to be true and correct.' At the bottom right of the declaration section is a 'Previous' button.

Read the declaration statements. Choose the checkbox.

Choose  (Submit application).

The confirmation window will display.

The screenshot shows the 'Credit for prior learning application' confirmation window. At the top left is the Griffith University logo. At the top right are links for 'myGriffith', 'Staff portal', and 'Contact us'. Below the logo, a breadcrumb trail reads: 'Home > Admissions > Credit for prior learning and articulation > Credit for prior learning application >'. To the right of the breadcrumb trail are links for 'Logged in', 'Logout', and 'Help'. The main heading is 'Credit for prior learning application'. Below the heading is a red banner with the text 'Your application has been submitted'. Below the banner, the text reads: 'Thank you for submitting an application with Griffith University.' followed by 'At any time you can choose to track your application to review the status of your application.' and 'The reference number for your application is **TC7330**.' At the bottom right, there are two buttons: 'Track this application' and 'My applications'.

Further support

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Tracking your application

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

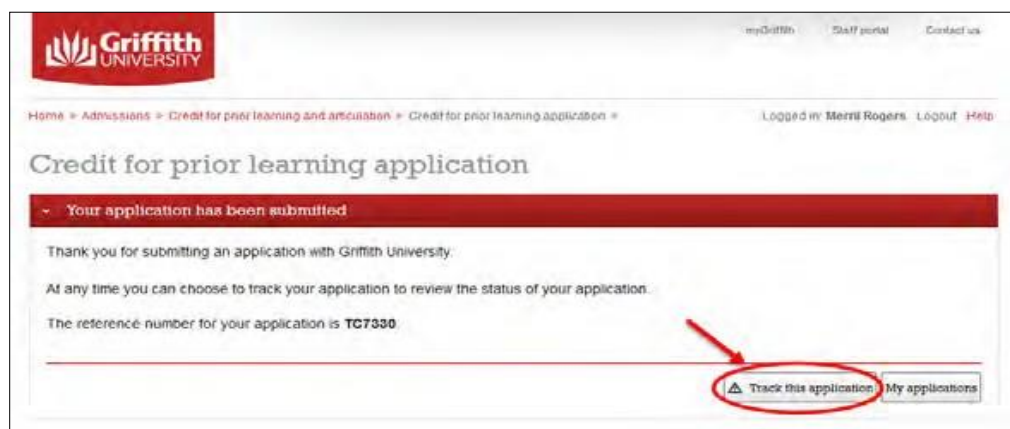
If you have already submitted a credit application, you can track your application on-line. On the My applications web page you can see the status of your application and upload documentation if needed.

Navigating to track your application

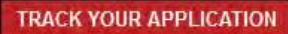
Submission confirmation window

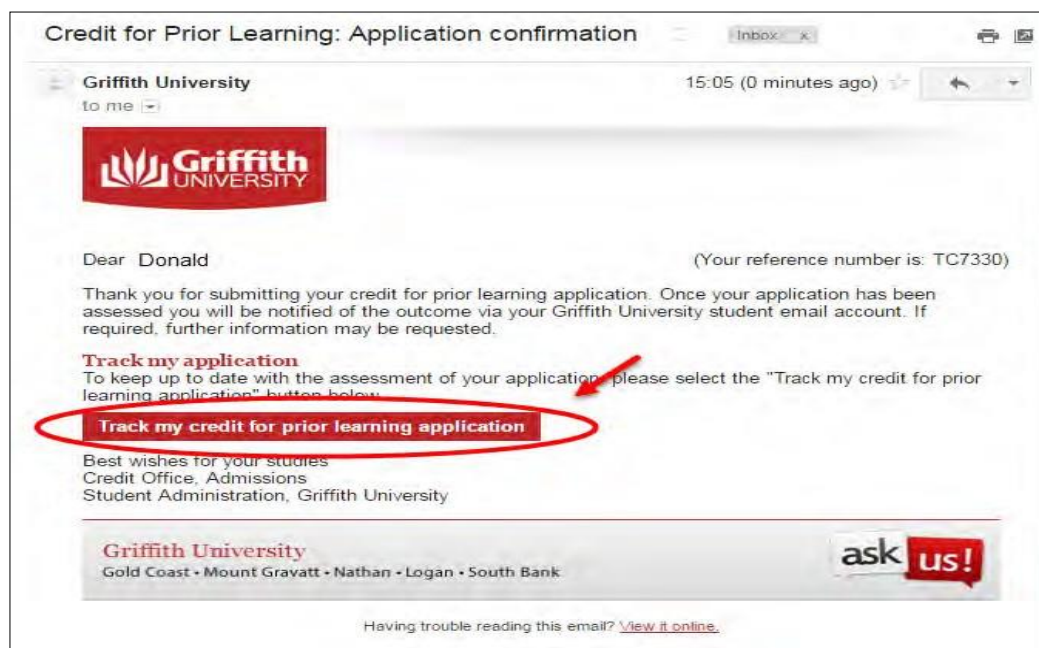
When you submit your application, the confirmation window will display.

Choose  (Track this application).



From the confirmation email

Choose  (Track your application) on the confirmation email.



Further support

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