Applying for credit for Griffith University Head Start

(formerly GUESTS)

Step-by-step user guide

Last modified 4/03/2024

Further support
Email credit@griffith.edu.au
Technical issues – contact IT Help telephone (07) 3735 5555

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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*

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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 ›

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Personal details

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).

	The information you enter on each page will automatically save when you choose [Next >] (Next) and navigate to the next page.
Note	Alternatively you can choose [Save] (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.

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Phone numbers

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 >] (Next).

Current address

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.

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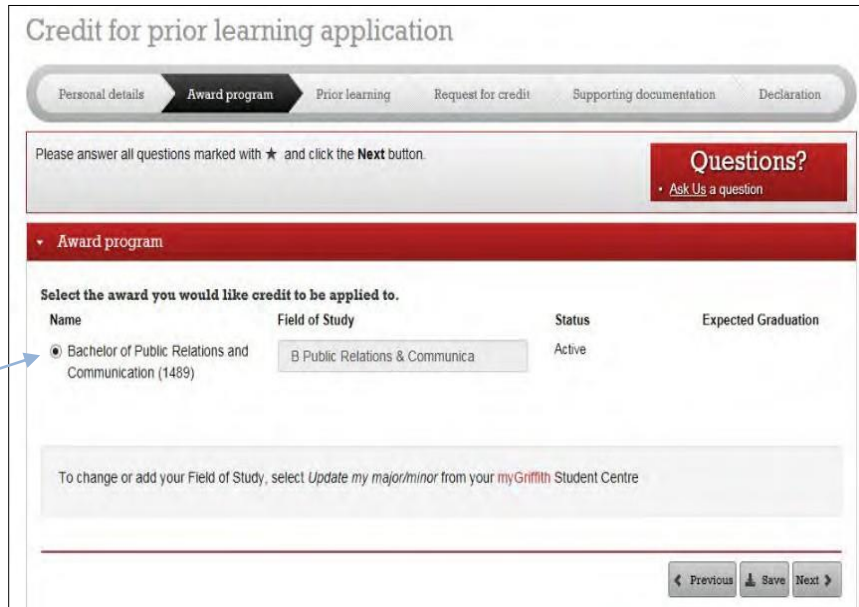Email credit@griffith.edu.au   Last Modified on 4/03/2024
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To continue, choose [Next >] (Next).

Award program

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

To continue, choose [Next >] (Next).

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<u>Prior learning</u>

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

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The Add Prior Study box will appear.

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:

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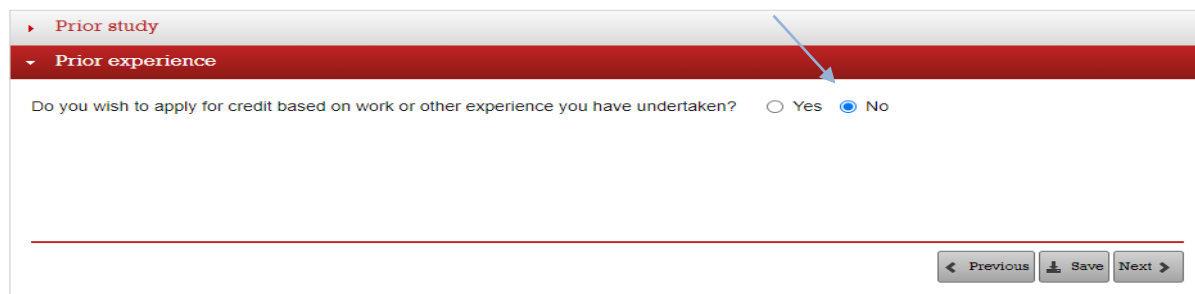
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In the below section, please choose *Course name* and add the course of study that you have completed as a Head Start student (your Griffith academic transcript will list the name and Course code), please add *Course code* and *Completion year*.

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

Select Next (Next).

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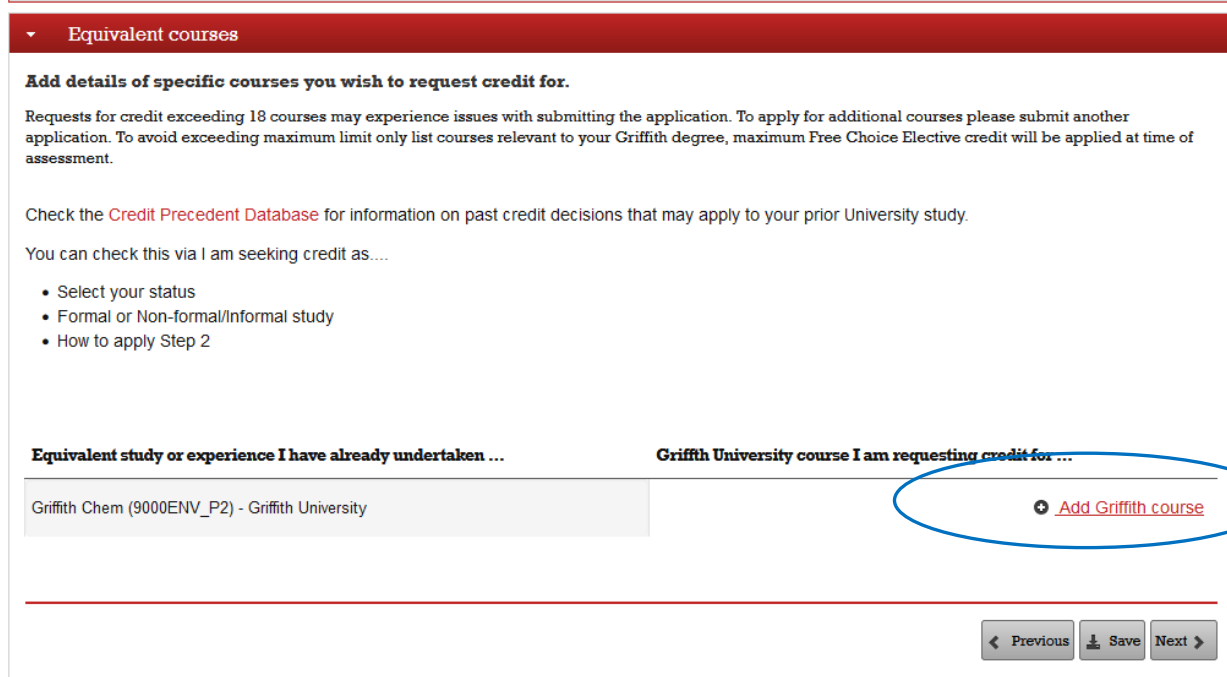

Add equivalent course

Choose *Add Griffith course* button.

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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` (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 ...	Griffth University course I am requesting credit for ...	
Griffith Chem (9000ENV_P2) - Griffith University	Chemistry I (1023SCG)	Remove
	⊕ Add Griffith course	

‹ Previous   ⬇ Save   Next ›

Choose `Next ›` (Next).

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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).

Choose [Next] (Next).

Declaration

Not necessary to complete this section. Choose [Next] (Next).

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Email credit@griffith.edu.au
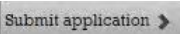Technical issues – contact IT Help telephone (07) 3735 5555
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Review your application

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

Choose ![Save button] (Save).

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

Application preview

Choose ![Download PDF preview button] (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 button] (Next).

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The Declaration window will be displayed.

Read the declaration statements. Choose the checkbox.

Choose Submit application > (Submit application).

The confirmation window will display.

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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.
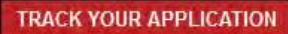
Navigating to track your application
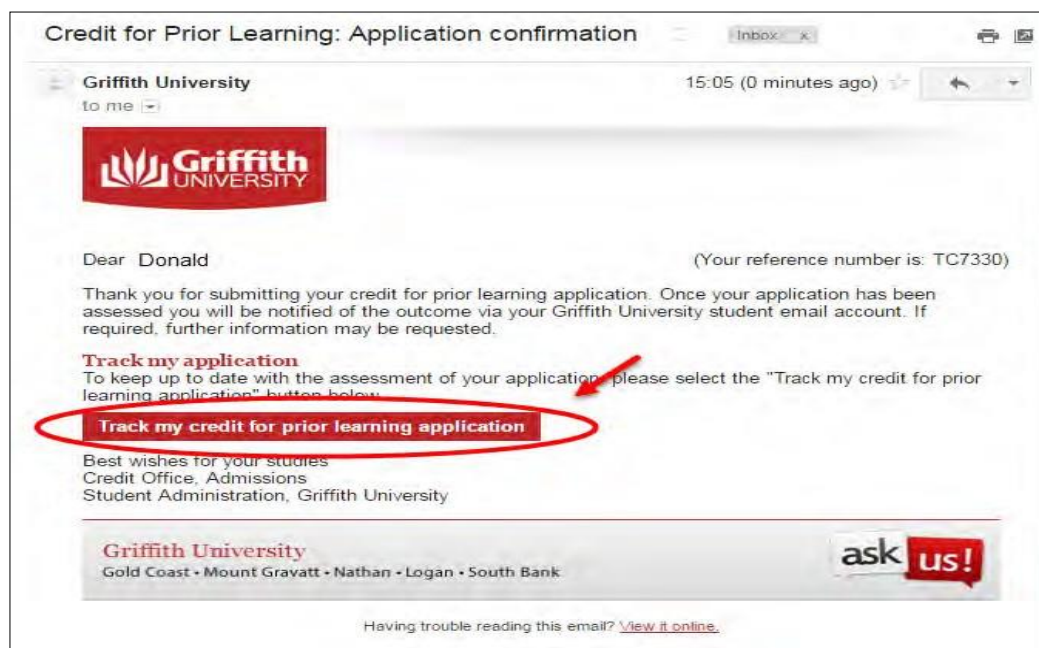
Submission confirmation window

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

Choose ⚠ Track this application (Track this application).
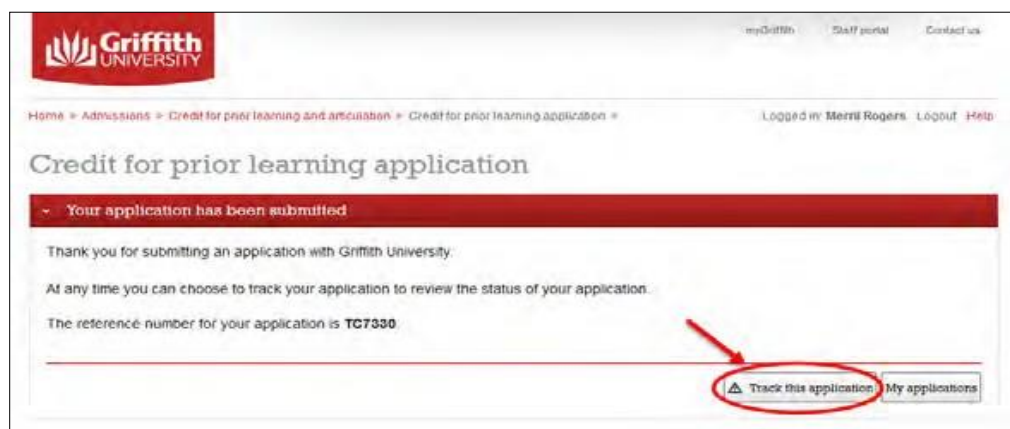
From the confirmation email

Choose **TRACK YOUR APPLICATION** (Track your application) on the confirmation email.

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