

Credit Transfer

Candidates who have completed the Employability qualifications (at Entry 2 or Entry 3) may use up to 18 credits from the corresponding units in order to complete the Diploma in Life Skills. This process is known as “Credit Transfer” and is subject to various constraints:

- Units must have been achieved within three years of the request for transfer of credit.
- Credit transfer is subject to the rules of combination for the Diploma in Life Skills – credits cannot be used from a unit that is barred against a unit achieved (e.g. *Tackling problems* is barred against *Dealing with problems in daily life* because it has much of the same content)

Opportunities for Credit Transfer

Candidates who have achieved the following Employability units and have secured certification can claim credit transfer towards the Entry 2 and or Entry 3 Diploma in Life Skills:

Entry 2

- Communicating with others at work
- Developing skills for travelling to and from work
- Exploring job opportunities
- Health and safety in the workplace
- Introduction to customer care
- Introduction to working with others
- Planning and reviewing learning
- Rights and responsibilities at work
- Tackling number problems
- Tackling problems
- Understanding work standards

Entry 3

- Applying for a job
- Communicating with others at work
- Exploring job opportunities
- Health and safety in the workplace
- Introduction to customer care
- Introduction to working with others
- Planning and reviewing learning
- Rights and responsibilities at work
- Tackling number problems
- Tackling problems
- Maintaining work standards

A minimum of 19 credits must be achieved at the level of the qualification or above, but some credit may be possible from units at the level below.

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. 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.