

Credit Transfer Application Form

If you have any prior Nationally Recognised Certificates or Statements of Attainment completed within Australia, they may be eligible for Credit Transfer. You must be able to present an original certificate with competencies containing nationally recognised titles and codes. If any of these unit title and codes identically matches the units that you are enrolled, you will be granted a Credit Transfer for that particular unit or if it's been superseded and equivalent to current unit.

Student Details

Title: Mr. Mrs. Ms. Miss		USI:
Student Name:		Date of Birth:
Address:		
Suburb:	State:	Postcode:
Contact:	(H)	(M)
Email:		

In the table below, list the units that you wish to apply for a Credit Transfer.

Unit Code	Unit Title	Evidence Supplied	CT Granted (RTO to complete)

Student Declaration

Original copies of all Certificates / Statements of Attainment have been provided to Advanced Education and Training to copy for the purposes of this Credit Transfer application and are original documents obtained through *accredited training* pathways.

Student name: _____

Signature: _____ Date: _____

Assessor to complete:

- Original Certificates / Statements of Attainment(s) have been sighted?
 Yes No

- Copies of all Certificates / Statements of Attainment(s) are attached to this application?
 Yes No

- 'CT Granted' column above is completed?
 Yes No

- Where CT is not granted a written explanation has been provided.
 Yes No N/A

Reason for Not Granting the CT (Assessor to provide)

I declare that if have verified certification documentation supplied is legitimate, true and correct.

Assessor's name:

Signature: _____

Date: _____

Admin Use Only						
SMS Updated:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /	Initial:	
Student file updated:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /	Initial:	
Training Plan adjusted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /	Initial:	
Fee Adjusted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /	Initial:	
Student has been notified of the outcome	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /	Initial:	