Credit Transfer Application Form

Credit transfer recognises previously completed formal training and/or qualifications. You may be eligible for credit transfer if you have successfully completed any identical or equivalent units of competency, in the course in which you are enrolling. You must be able to present an original certificate with competencies containing nationally recognised titles and codes.

Student Details

I am applying as a: ☐ FUTURE STUDENT (NEW APPLICANT) ☐ CURRENTLY ENROLLED STUDENT	
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 qualification and units that you wish to apply for a Credit Transfer.

COURSE CODE			
COURSE TITLE			
Unit Code	**Unit Title**	**Evidence Supplied**	**CT Granted (RTO to complete)**

Credit Transfer Application Form

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.

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 I have verified the certification document/s supplied is/ are legitimate, true and correct.

Assessor's name:

Signature: _____ **Date:**_____

Admin Use Only						
SMS Updated:	☐ Yes	☐ No	**Date:**	/ /	**Initial:**	
Training Plan adjusted	☐ Yes	☐ No	**Date:**	/ /	**Initial:**	
Fee Adjusted	☐ Yes	☐ No	**Date:**	/ /	**Initial:**	
Student has been notified of the outcome	☐ Yes	☐ No	**Date:**	/ /	**Initial:**	