

Credit Transfer Application Form

Personal Details		
Family Name:		
Given Name/s:		
Address:		
Phone:		
Names of course/s or unit/s or competency for Credit Transfer claim:		
Code	Title	Date attained

Procedure:

1. Credit Transfers can be granted under any of the following circumstances:
 - Under the principles of National Recognition, a student is granted an automatic credit for any unit that they successfully completed at any other Registered Training Organisation (RTO).
 - When the unit has exactly the same code and title, even if it is not from the same Training Package.
 - When the unit has been transferred from another Training Package/curriculum and recoded, however the learning outcomes remain the same.
2. Student indicates their decision to apply for Credit Transfer as soon as possible.
3. Student reads the Credit Transfer Policy and Procedures contained in the Student Handbook.
4. Student completes online enrolment and indicates Credit Transfer will be sought, and for which units of competency.
5. Administration processes online enrolment and records enrolment of student.
6. Trainer/Assessor or Administration Officer provides the student with a Credit Transfer Application Form and other Credit Transfer information as necessary.
7. Student completes and submits Credit Transfer Application form along with a Qualification testamur and an Official Academic Transcript and/or Statement of Attainment.

Certificates, Statements or documents must be originals or certified true copies to verify a claim and need to be attached to the application form. Certified copies must bear an original signature and certification that the document is a true copy of the original.

8. Before providing credit on the basis of a qualification, statement of attainment or record of results, the RTO will authenticate the information by directly accessing the USI transcript online or by contacting the organisation that issued the document to confirm the content is valid.