



Credit Transfer Application Form

Application Form for the Transfer of credits from other qualifications and current competencies.

Credit transfer is the process whereby competencies gained through a previous course are recognised.

Students who have completed or partly completed a course at another institution and have been deemed competent may apply for exemptions in a course, a unit of competency. The student must have a certificate or statement of attainment to show this.

To apply for Credit Transfer:

- gather all documentation - all certificates must be authentic or certified copies and presented for sighting
- complete an application form
- submit the application and documentation to your trainer for assessment

You may also be required to attend an interview with the staff member handling your application, if they require further information.

Student Name	
Student Number	
Qualification Code and Name	
Phone	
Email	

Subjects or Competencies for which Credit Transfer is being requested

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In support of your application, please answer the following questions

1. Why did you decide to apply for Credit Transfer for these units of competency?

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2. Where did you study and complete these units of competency - refer to qualifications and certificate documents?
(Attach supporting documentation)

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Office Use:	Application Submission	
Student Name	Sign	Date
Application received by (name of staff member)	Sign	Date

Application accepted (name) Yes No Reason:

This Document to be forwarded to the Training coordinator for Approval and Action

Definitions:

Term	Definition
Assessment:	Assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard expected in the workplace, or by the learning outcomes of an accredited course.
Assessor:	An assessor is the relevant Course Co-ordinator for each course holding the delegated authority from the Chief Executive Officer to determine if an application is successful by clearly demonstrating the relevant competencies required. The Assessor must hold competencies required under the AQTF and the relevant Curriculum.
Credit Transfer:	Credit transfer is a process that provides students with agreed and consistent credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications.
Recognition of Prior Learning:	Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

Policies Control

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Approved By	
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