Credit Transfer Application Form

1. Student& Visit Details

Student Name:		Student ID. #:	
Qualification / Course:			
Assessor Name:		Date:	/ /

2. Application and Declaration

Student:

☐ I wish to apply for credit transfer for the units of competency/modules listed below.

☐ I have attached original copy of certification documentation from another RTO.

☐ I declare that certification documentation supplied is legitimate, true and correct.

☐ I understand that the Assessor/Training Manager will verify my certification documentation for validity.

Student Signature:		Date:	/ /

3. Units /Modules Outcome

Unit Code	Unit Name	Assessor Only			
		Evidence supplied	Evidence Verified	Assessment Outcome	Assessor Initial
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		

4. Assessor/Training Manager Judgement and Declaration

☐ I have verified and viewed original certification documentation supplied and a copy has been collected from applicant.

Assessor/Training Manager Signature:		Date:	/ /

Admin Use Only

SMS Updated :	☐ Yes ☐ No	Date:	/ /	Initial:
Student file updated :	☐ Yes ☐ No	Date:	/ /	Initial:

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❯ RTO Code : 45394
❯ CRICOS Code : 03703M
❯ ABN : 23 615 355 265

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