



Credit Transfer Application Form

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.

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Signed

.....
Date

.....
Print Name

Application for Credit Transfer

Name:

Course:

Competency/ies 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.

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(Enclose supporting documentation)

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Signed

.....
Dated

.....
Print Name

Application received by (name of staff member)

Signed

Dated.....

