



Credit Transfer Application

CREDIT TRANSFER APPLICATION EXPLANATORY NOTES

PLEASE READ THIS INFORMATION BEFORE COMPLETING AND SUBMITTING YOUR APPLICATION FORM.

PLEASE DO NOT RETURN THIS PAGE WITH YOUR APPLICATION FORM.

WHO SHOULD APPLY FOR CREDIT?

The RTO awards credit for:

- Formal study undertaken in recognised tertiary institutions in Australia, including universities, colleges, TAFE and other post-secondary education institutions. Overseas institutions will be recognised to the extent to which they are considered to be equivalent to particular types of Australian institutions.

COMPLETING THE FORM:

Complete all the relevant details on the **Page 1** of the form.

On **Page 2** of the form you must attempt to list course equivalents in the section “Specified Credit”.

Ensure you have provided all necessary documentation/copies of results that have been correctly verified.

Certified copy – copies must be certified as true copies by one of the following:

- a university or college Registrar
- a Commissioner for Declarations
- a person authorised to certify passport applications.

Each copy must bear an original signature with a certification that the document is a true copy of the original.

Alternatively, you can bring **originals plus photocopies** to the relevant teacher for certification.

THE CREDIT PROCESS:

Once you have submitted your credit application, with supporting documentation:

- Your credit application will be assessed
- You will be advised of the outcome of your credit application by email.

Specified Credit – if you are granted specified credit you will not have to complete the unit/s for which you are granted credit.



Redbank Plains State High School

Credit Transfer Application Form

Use this form where you hold the specific unit of competency or equivalent unit.

Documentary evidence required:

You must ensure that the relevant documentation is attached to your application.

- | | |
|--|---|
| <input type="checkbox"/> Certified copies of Official Academic Records and explanation of grades (do NOT send originals). | <input type="checkbox"/> Course outlines which include: level of study/topics covered, duration of the course, contact hours, methods of assessment, textbooks used. |
| <input type="checkbox"/> Copy of completed Statement of Attainments, and/or Transcript of Results. | |

Certified copy – copies must be certified as true copies by a university or college Registrar, a Commissioner for Declarations or by a person authorised to certify passport applications. Each copy must bear an original signature with a certification that the document is a true copy of the original. Alternatively, you can bring originals plus photocopies to the relevant teacher for certification.

Personal Details

Surname/Family Name _____ Student USI: _____

Given Names _____

Mailing Address _____

Email Address _____

Telephone: Home () _____ Mobile _____

RTO Program Details

RTO Program towards which you are seeking credit: _____

When do you intend to commence this program? Semester _____ Year _____

Previous Studies

Previous Programs: _____

Name of Institution (in full): _____

Was the program completed? Yes No

Student Declaration

I declare to the best of my knowledge the information supplied is correct and complete. I acknowledge that incomplete information may result in the application being returned to me. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications. I have read and retained the attached information sheet.

Signature: _____ Date: _____

Received	
Signature	Date

SPECIFIED CREDIT

Equivalent Course Previously Studied					RTO Course		Approved	Not Approved
National Course Code	Unit Code	Unit Title	Year Completed	Provider Name	Unit Code	Unit Name	Signature of Assessor	Reason

For Office use Only

Assessor Recommendation for Credit		Action	Comments
		RTO advised NO Credit <input type="checkbox"/>	
Name		Credit Noted on student record <input type="checkbox"/>	
Signature		Other Action <input type="checkbox"/>	
Date			
Position			