



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

Signed		Date	
Print Name			

**Application for Credit Transfer**

Name	
Print Name	

Competency / Competencies for which Credit Transfer is being requested:

Unit Code	Unit Name

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?



2. Where did you study and complete these units of competency ?– refer to qualification and certificate documents

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**Student Acknowledgement**

Signed

Date

Print Name

**For Office Use – Application Received by**

Name

Signature

Date

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