

Credit Transfer Application Form

Section 1 – Student Details

Student Name: _____ Student No.: _____
 Qualification / Course: _____
 Assessor Name: _____ Date: _____

Section 2 – Application and Declaration

Student:

<input type="checkbox"/>	I wish to apply for credit transfer for the units of competency / modules listed below.
<input type="checkbox"/>	I have attached original copy of certification documentation from another RTO.
<input type="checkbox"/>	I declare that certification documentation supplied is legitimate, true, and correct.
<input type="checkbox"/>	I understand that the Assessor will verify my certification documentation for validity.

Student Signature: _____ Date: _____

Section 3 – Units / Modules Outcome

Unit Code	Unit Name	Assessor Only			
		Evidence supplied	Evidence Verified	Assessment Outcome	Assessor Initial
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			

Section 4 – Assessor Judgement and Declaration

<input type="checkbox"/>	I declare that I have verified certification documentation supplied is legitimate, true and correct.
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Assessor Signature: _____ Date: _____

Admin Use Only

SMS updated:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:		Initial:	
Student file updated:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:		Initial:	
Student Notified:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:		Initial:	