

# Credit Transfer Application Form

## Credit Transfer

If you have any prior Nationally Recognized Certificates or Statements of Attainment completed within Australia, they may be eligible for Credit Transfer. You must be able to present an original certificate with competencies containing nationally recognized titles and codes. If any of these unit title and codes identically matches the units that you are enrolled, you will be granted a Credit Transfer for that particular unit.

**Student Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Credit Transfer from (course):** \_\_\_\_\_

**Credit Transfer to (course):** \_\_\_\_\_

**Date of application:** \_\_\_\_\_

In the table below, list the units that you wish to apply for a Credit Transfer.

Unit Code	Unit Title	Evidence Supplied	CT Granted (RTO to complete)

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## Student Declaration

Original copies of all Certificates / Statements of Attainment have been provided to SPI to copy for the purposes of this Credit Transfer application and are original documents obtained through *accredited training* pathways.

Student name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Admin Manager to complete:**

- Original Certificates / Statements of Attainment(s) have been sighted?  
Yes  No
- Copies of all Certificates / Statements of Attainment(s) are attached to this application?  
Yes  No
- 'CT Granted' column above is completed?  
Yes  No
- Where CT is not granted a written explanation has been provided.  
Yes  No  N/A

The above application has been reviewed and outcomes indicated. All original Certificates/ Statements of Attainments have been sighted and are attached to this application.

Training Manager/ Admin Manager name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date : \_\_\_\_\_