

## Credit Transfer Application Form

Credit Transfer application must be accompanied by nationally recognised certificates or statement of attainments indicating the units successfully completed including unit codes, unit name and date of completion as per Queensland Institute of Education and Training's Course Credit policy and procedure.  
Once you have submitted your application with the required supporting documentation you will be notified of the outcome of this application within 14 working days.

<b>Student's Given Name:</b>		<b>Student's Surname:</b>	
<b>Address</b>			
<b>Contact Tel #</b>		<b>Date of Birth:</b> (dd/mm/yyyy)	
<b>Email ID:</b>		<b>Gender</b> (Tick box applicable)	Male <input type="checkbox"/> Female <input type="checkbox"/>

### COURSE DETAILS FOR CREDIT TRANSFER

<b>Course Code</b>		<b>Course Title</b>	
<b>Course Start Date</b>		<b>Course End Date</b>	

### UNIT(S) OF COMPETENCY DETAILS

Please provide details of Unit (s) of Competency you wish to apply Credit Transfer for. You **MUST** attach certified copies of your original documents to support your application and **also bring the originals to be sighted on the orientation day**. Your application for Credit Transfer will be considered as incomplete and will not be processed if you have not attached the required documents.

### STUDENT TO FILL IN THE FOLLOWING (First four columns only)

<b>RTO NAME</b> (Which issued Statement of Attainment/ Academic Transcript and Testamur)	<b>UNIT CODE</b>	<b>UNIT NAME</b>	<b>DATE OF ISSUE</b>	<b>APPROVED</b> To be completed by RTO Manager (QAM)	<b>Initials of QAM / Comments</b>
				Yes <input type="checkbox"/> No <input type="checkbox"/>	

				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
				Yes <input type="checkbox"/>	No <input type="checkbox"/>	

**Student Declaration:**

**Privacy information**

Queensland Institute of Education and Training will use the information for the primary purpose for which it is collected. The college may also use the information it holds for statistical purpose including research, analysis of trends and reports without compromising or disclosing identify of any individuals.

- I declare that information provided by me is a true and accurate account of my previous studies.
- I understand that if the information provided is incorrect or insufficient my application for credit transfer may be refused.

<b>Student's Signature</b>	
<b>Date</b>	

**FOR OFFICE USE ONLY**

Original documents sighted on orientation day	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Information on this application form has been noted on SMS and Student file	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Student advised of the outcome of this application within 14 working days in writing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Outcome of credit transfer / recognition of prior learning application sent to the student	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Received signed acknowledgement from the student	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>RTO Manager Name</b>	
<b>Signature</b>	
<b>Date</b>	