Credit Transfer Application Form

Section 1 – Student & Visit Details

Student Name:		Student No:	
Qualification / Course:			
Assessor Name:		**Date:**	

Section 2 – Application and Declaration

Student:

☐ I wish to apply for credit transfer for the units of competency/modules listed below.

☐ I have attached original copy of certification documentation from another RTO.

☐ I declare that certification documentation supplied is legitimate, true and correct.

☐ 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
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		

Section 4 – Assessor Judgement and Declaration

☐ I declare that if have verified certification documentation supplied is legitimate, true and correct.

Assessor Signature:		Date:	

Admin Use Only

SMS Updated:	☐ Yes ☐ No	**Date:** / /	**Name / Initial:**	
Student file updated:	☐ Yes ☐ No	**Date:** / /	**Name / Initial:**	