



## CREDIT TRANSFER APPLICATION FORM

### **Student Information**

- Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
- Students may only apply for credit transfer for units of competency or qualification which are included in Allman College's scope of registration.
- Students may apply for credit transfer at any time; however, they are encouraged to apply before commencing a training program.
- The student does not incur any fees for credit transfer.
- Credit transfer may only be awarded for whole units of competence.
- Credit transfer will only be issued when the student's enrolment includes at least one other unit of competency for which the student is participating in training or is seeking recognition of prior learning. Student may not enrol only for credit transfer.
- To apply for credit transfer, the student must complete and submit the following documentation to Allman College:
  - Credit Transfer Application Form (this form)
  - Certified copy of the qualification or Statement of Attainment, Statement of Results and USI transcript where available
  - Student Enrolment Form

### **Section 1: Student Details**

<b>Full Name</b>	
<b>Student ID</b>	
<b>Email</b>	
<b>Phone Number</b>	
<b>Course Title</b>	

### **Section 2: Units Requested for Credit Transfer**

Please list the units and evidence provided:

<b>Unit Code</b>	<b>Unit Title</b>	<b>Evidence Attached (Yes/No)</b>




### Section 3: USI Transcript Access

<b>Do you give permission to Allman College to access your details for a VET transcript via USI Registry:</b> <a href="https://www.usi.gov.au/help/login-to-usi-registry">https://www.usi.gov.au/help/login-to-usi-registry</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>USI code:</b>	

### Section 4: Student Declaration

I declare that the information provided is true and correct. I understand that credit transfer will only be granted based on valid documentation which will be verified by Allman College.

<b>Signature</b>		<b>Date</b>
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### Section 5: Office Use Only

#### Instructions:

Please use the Staff Instruction Sheet: Verifying the Authenticity of Credit Transfer Evidence

Document provided	Yes/No	Comment
Enrolment Form		
Certified copy of Cert/SoA		
Verified with issuing RTO or USI VET Transcript		
<b>Equivalent unit(s)</b>  <b>Please note:</b> credit can be provided for a superseded equivalent unit		

<b>Received By</b>	
<b>Date Received</b>	



<b>Verification Method</b>	
<b>Decision</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<b>Unit(s) Approved</b> <b>Please note:</b> credit transfer may be granted for a superseded equivalent unit	
<b>Notification Sent</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

By signing this form, I certify that the information provided is true and correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_