Credit Transfer Application Form

Section 1 – Client & Visit Details

Applicant Name:		Applicant No.:	
Qualification / Course:			
Assessor Name:		Date:	/ /

Section 2 – Application and Declaration

Applicant:

☐ 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.

Applicant Signature:		Date:	/ /

Section 3 – Units /Modules Outcome

Unit Code	Unit Name	Assessor Only			
		Evidence supplied	Evidence Verified	Assessment Outcome	Assessor Initial
		☐	☐		
		☐	☐		
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		☐	☐		
		☐	☐		

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:	/ /	Initial:	
Client file updated :	☐ Yes ☐ No	Date:	/ /	Initial:	

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