



# Credit Transfer Application Form

## Client & Visit Details

If you have completed units of your chosen qualification from another Registered Training Organisation or TAFE, OPIE will recognise your completed units at our institute. In order for your previous units to be recognised, you need to complete and lodge this form (with your enrolment application). Please note: Credit transfer applications will not be accepted after your course has started therefore all applications for credit must be made prior to the course commencement date.

We can only recognise a unit you have completed if:

- it is issued by a Nationally Recognised (RTO) or TAFE
- it is issued in the form of a Statement of Attainment
- the unit components have identified equivalence in content and learning outcomes between matched qualifications (as per training.gov.au)

**There is no fee for this application**

<b>Course Name:</b>			
<b>Student Name:</b>		<b>Student ID:</b>	
<b>Gender:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate	<b>Date of Birth:</b>	/ /
<b>Email:</b>		<b>Contact Number:</b>	
<b>Assessor Name:</b>		<b>Date:</b>	/ /
<b>Postal Address</b>		<b>Town/Suburb</b>	
<b>State &amp; Country</b>		<b>Postcode:</b>	

## Application and Declaration

**Client :**

- 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.

<b>Student Signature:</b>		<b>Date:</b>	/ /
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## Units /Modules Outcome

Institution Name	Unit Code	Unit Name	Assessor Only			
			Evidence supplied	Evidence Verified	Assessment Outcome	Assessor Initial
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		



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Institution Name	Unit Code	Unit Name	Assessor Only			
			Evidence supplied	Evidence Verified	Assessment Outcome	Assessor Initial
			<input type="checkbox"/>	<input type="checkbox"/>		
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			<input type="checkbox"/>	<input type="checkbox"/>		
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			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		

**Assessor Judgement and Declaration**

I declare to the best of my knowledge that the information supplied is correct and complete. I acknowledge that incomplete information may result in the application being returned to me. I recognize that it is my responsibility to provide all documentary evidence of my qualifications and I declare that the official academic records provided are a true record of my academic results.

**Credit Transfer Outcome Confirmation**

Total reduction of weeks/ months from the course	..... <input type="checkbox"/> weeks/ <input type="checkbox"/> months
Recommended course fee deduction	\$ .....
Student notified in writing?	<input type="checkbox"/> Yes <input type="checkbox"/> No      Date:      /      /

**Comments:**



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<b>Student Signature</b>	
<b>Student Printed Name</b>	
<b>Date:</b>	
<b>Training Coordinator Signature</b>	
<b>Training Coordinator Name</b>	
<b>Date</b>	

**Timeline for application outcome:** Where Credit transfer is granted, this information will be communicated in writing to the applicant within 10 business days of the completion of the assessment. Where Credit transfer is not granted, students will be notified in writing of the outcome within 10 business days of the completion of the assessment. The written communication to the student will include a reason for refusal (where applicable).

**Privacy Statement:** OPIE stores and uses personal information only for the purposes of administering Student enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. Information is collected on this form and during your enrolment in order to meet the Institute's obligations under the ESOS Act and the National Code 2007; and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme and the TPS Director. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorized or required by law.

## Admin Use Only

<b>SMS Updated :</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b>	/ /	<b>Initial:</b>	
<b>Client file updated :</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b>	/ /	<b>Initial:</b>	