

# CREDIT TRANSFER APPLICATION FORM

If you have completed units from your chosen qualification at another Registered Training Organisation (RTO) or TAFE, OPIE will recognise these units through a credit transfer process. To have your previously completed units recognised, you must complete and submit this form together with your Enrolment Application Form.

**IMPORTANT:** Credit transfer applications will not be accepted after your course has commenced. Please ensure all credit transfer requests are submitted before the course start date.



**OCEANIA POLYTECHNIC  
INSTITUTE OF EDUCATION**

CRICOS PROVIDER CODE: 01905F | RTO NO: 6324

(PLEASE FILL THIS FORM IN BLOCK LETTERS)

## 1. APPLICANT DETAILS

Applicant Name			
Full Address			
Date of Birth	Gender	Student No.	
Mobile No.	Email		
Unique Student Identifier (USI)			
COURSE CODE AND NAME			

## INFORMATION RELATED TO CREDIT TRANSFER

For application to be processed further, the applicant needs to provide the following:

- **Statement of Attainment or Record of Results**
- **USI transcript**
- **Some other document as evidence of completion of the unit(s)**

as issued by a registered training organisation in Australia.

The outcome of the application will be communicated in writing to the applicant within 10 business days of the completion of the assessment.

Where credit transfer is not granted, the written communication to the student will include the reason for refusal. If the application gets approved, the length of the course will be shortened accordingly.

## PRIVACY NOTICE

We collect your personal information in this form to assess and process your credit transfer application. If you do not provide the required information, we may not be able to process your request. As a registered training organisation (RTO), OPIE is required by law to share certain information with government bodies such as the National Centre for Vocational Education Research (NCVER), the Australian Government Department of Employment and Workplace Relations (DEWR), and relevant state or territory training authorities. This is to meet our reporting and regulatory obligations.

Your information may be used for research, statistics, program management, policy development, and student surveys. You may choose to opt out of surveys at the time you are contacted.

You can request access to or correction of your personal information, or make a complaint, by contacting us:

Email: support@opie.vic.edu.au

Phone: +61 (03) 9602 5555

For more information, you can access OPIE Privacy Policy and Associated Procedures at [www.opie.vic.edu.au](http://www.opie.vic.edu.au) or visit:

- NCVER Privacy Policy: [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy)
- DEWR Privacy Notice: <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>

## 2. CREDIT TRANSFER DETAILS

**Please provide the information regarding units for which you require to have the credit transfer:**

## APPLICANT DECLARATION

- I am applying for credit transfer for the units of competency listed above.
- I have attached to this application the original copy of certification documentation from another RTO.
- I declare that the documents provided are genuine, true, and correct
- I understand that the assessor will verify the validity of the submitted documents while processing my application.

Applicant Full Name

Applicant Signature

Date

### IF APPLICANT IS UNDER 18 YEARS OF AGE

Parent/Guardian Full Name

Signature

Relationship to the  
Applicant

Date

## CREDIT TRANSFER APPLICATION OUTCOME (OFFICE USE ONLY)

Total reduction of weeks/months  
from course

Recommended course  
fee deduction

\$

Student notified of outcome in writing?

Date

### COMMENTS

Training Coordinator  
Name

Signature

Date

### ADMIN USE

Student Management  
System updated

Date

Student File updated

Date



Oceania Polytechnic Institute of Education Pty Ltd

RTO No. 6324 | CRICOS No. 01905F | ABN: 81 075 892 723 | ACN: 075 892 723

Address: 67 Jeffcott Street, West Melbourne VIC 3003 | Email: admissions@opie.vic.edu.au | Phone: +61 (03) 9602 5555 | www.opie.vic.edu.au

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