

To obtain Credit Transfer fill out the form, attach any supporting information and hand into the RTO Manager or representative. They will assess the application and complete the bottom section stating whether Course Credit is granted or not. They will then inform the applicant and store this form on the student file.

**Personal Details**

Title: Surname: Given Names:

Current address:

Suburb: Postcode: State:

Home Phone: Fax:

Mobile Phone: Email:

Course Name: Course Code:

**Credit Transfer Information**

Credit transfer applies to situations where students have completed units identical to those they are currently enrolled in at another Registered Training Organisation (RTO). Credit will be granted in accordance with the requirements of Standard 5 of the AQTF.

Registered Training Organisation:

Name of Qualification (Attach a certified photocopy of any relevant qualifications or statements of attainment):

**Privacy Statement**

Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework that is administered in Victoria by the registering authority. The requirements of the registering authority may require the release of your personal information for the purposes of audit.

Under the National Privacy Principles you can access personal information held on you and you may request corrections to information that is incorrect or out of date.

Participant Signature: Date:

**RTO Use Only****Credit Transfer Approved by:**

Date:

Course or Units:

Notes: