Credit Transfer Application

Name	
DOB		Student No.	

About this application

Skilled Services Australia (SIA) recognises AQF qualifications and Statements of Attainment issued by other Registered Training Organisations in Australia. Students may request credit for a whole unit of competency or course/program based on study in the unit of competency or course/ program at another institution that is within the same Training Package. Suitable documentation such as a Statement of Attainment must be provided when applying for Credit Transfer or National Recognition. Credit transfer (course credit) may reduce the length of your course.

About your Privacy

Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the National VET Regulations administered by the Government who is the registering authority. The requirements of the registering authority may require the release of your personal information for auditing purposes. Under the Privacy Act 1988 you can access personal information held on you and may request corrections to information that is incorrect or out of date.

Student declaration

- I wish to apply for credit transfer for the units of competency listed below
- I have attached an original copy of certification documents from my previous institution
- I declare that the certificate documents are true and correct and I agree that SIA will contact my previous institution for verification

Student signature		Date	

SIA Course

SIA Course code	SIA Course name	Start date	End date	Location

Applicant previous course

List the course(s) you studied containing units of competency for which you wish to claim credit:

Student Course code	Student Course name	Institution name	Year completed

Applicant completed Units of competency

List your completed Units of competency that are the SAME or EQUIVALENT to SIA units

Student Unit code	SIA Unit code	SIA Unit name	Evidence supplied	Evidence verified	Same / equivalent	Credit granted	Notes
			☐ Y ☐ N	☐ Y ☐ N	☐ S ☐ E	☐ Y ☐ N	
			☐ Y ☐ N	☐ Y ☐ N	☐ S ☐ E	☐ Y ☐ N	
			☐ Y ☐ N	☐ Y ☐ N	☐ S ☐ E	☐ Y ☐ N	

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www.skills.qld.edu.au   ver 3.0 Apr 2022

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Student Unit code	SIA Unit code	SIA Unit name	Evidence supplied	Evidence verified	Same / equivalent	Credit granted	Notes
			□ Y □ N	□ Y □ N	□ S □ E	□ Y □ N	
			□ Y □ N	□ Y □ N	□ S □ E	□ Y □ N	
			□ Y □ N	□ Y □ N	□ S □ E	□ Y □ N	
			□ Y □ N	□ Y □ N	□ S □ E	□ Y □ N	
			□ Y □ N	□ Y □ N	□ S □ E	□ Y □ N	
			□ Y □ N	□ Y □ N	□ S □ E	□ Y □ N	
			□ Y □ N	□ Y □ N	□ S □ E	□ Y □ N	
			□ Y □ N	□ Y □ N	□ S □ E	□ Y □ N	
			□ Y □ N	□ Y □ N	□ S □ E	□ Y □ N	
			□ Y □ N	□ Y □ N	□ S □ E	□ Y □ N	
			□ Y □ N	□ Y □ N	□ S □ E	□ Y □ N	
			□ Y □ N	□ Y □ N	□ S □ E	□ Y □ N	
			□ Y □ N	□ Y □ N	□ S □ E	□ Y □ N	
			□ Y □ N	□ Y □ N	□ S □ E	□ Y □ N	
			□ Y □ N	□ Y □ N	□ S □ E	□ Y □ N	
			□ Y □ N	□ Y □ N	□ S □ E	□ Y □ N	
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			□ Y □ N	□ Y □ N	□ S □ E	□ Y □ N	
			□ Y □ N	□ Y □ N	□ S □ E	□ Y □ N	

Trainer name		Trainer signature		Date	
Admin name		Date received		Date completed	
No. of units credit granted			Admin signature		
Comments					