

Application for Credit Transfer

Student	First name		Surname		DOB		Student No.	
Course details								

Students that have a Statement of Attainment/s for a Unit/s of Competency may apply for Course Credit. Course credit may reduce the length of your course.

Students that believe they already have the required skills / knowledge to demonstrate competency in some or all units of competency can request Recognition of Prior Learning (RPL).

Evidence is required to substantiate previous knowledge / skills / qualifications.

Skilled Services Australia Pty Ltd t/a Skills Institute Australia (SIA) requires students to complete this application form for assessment by a relevant trainer/ assessor.

SIA may require students to demonstrate skills / sit an assessment / demonstrate competency.

I wish to apply for course credit

I wish to apply for RPL

NOTE - If course credit/ RPL is granted the duration of your COE/ visa may be reduced.

Instructions for students

-) Access the Training Package/ course qualification details on <http://training.gov.au/Home/Tga>
-) Identify the unit of competency/ies you wish to apply for course credit AND/OR
-) Identify the unit of competency and provide details and evidence to determine you already have the skills/ knowledge (RPL)
-) Enter prior achieved units with evidence in columns 1-2
-) Provide original copy of documentation and records and any other evidence
-) Submit your application to SIA in person or to enrol@skills.qld.edu.au

Student declaration

- I declare that the information I have provided on this application and attachments are true and correct.
- I am aware there may be an additional cost to pay when applying for Course Credit /RPL and I will be provided with a written quote before an assessment is made.
- I authorise SIA to verify my qualifications and/ or /skills with the issuing body/employer/other.

Student name, date and signature:

Application for Credit Transfer

Student to complete: Prior units with evidence		Trainer to complete: New units		Admin to complete					
Unit code	Unit name	Unit code	Unit name	Original doc		Equivalent		Credit granted	Admin initial
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N

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				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
				Y	N	Y	N	Y	N
Trainer		Date		Admin staff				Date	

Documents attached:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Add additional pages as required

Application for Credit Transfer

Staff:

-) Enter applicant/ student details
-) Identify units for credit transfer in columns 3-4
-) Sign and date the application table

Verifying certificates:

-) The original certificate, statement of attainment and/ or academic transcript must be sighted
-) A student may grant access to their transcript on USI.gov.au in lieu of providing original documents
-) Documents must show the issuing RTO name, completion date, unit codes, unit names and results
-) Copies provided by a student must be certified by a Justice of the Peace (JP). The original JP certification must be sighted
-) No emailed documents are accepted
-) Where documentation is issued in another name (e.g. maiden name), the student must provide a certified copy of change of name documentation (e.g. Certificate of Marriage)
-) Where documentation is issued in a language other than English, a translation by an accredited translator must be provided

OFFICE USE ONLY

Credit Transfer/ RPL application			
Date received		Staff name & position	
Credit granted	Y	N	No. of units:
Referred for assessment	Y	N	Comments
Action taken			
Comments			
Date signed		Staff Signature	