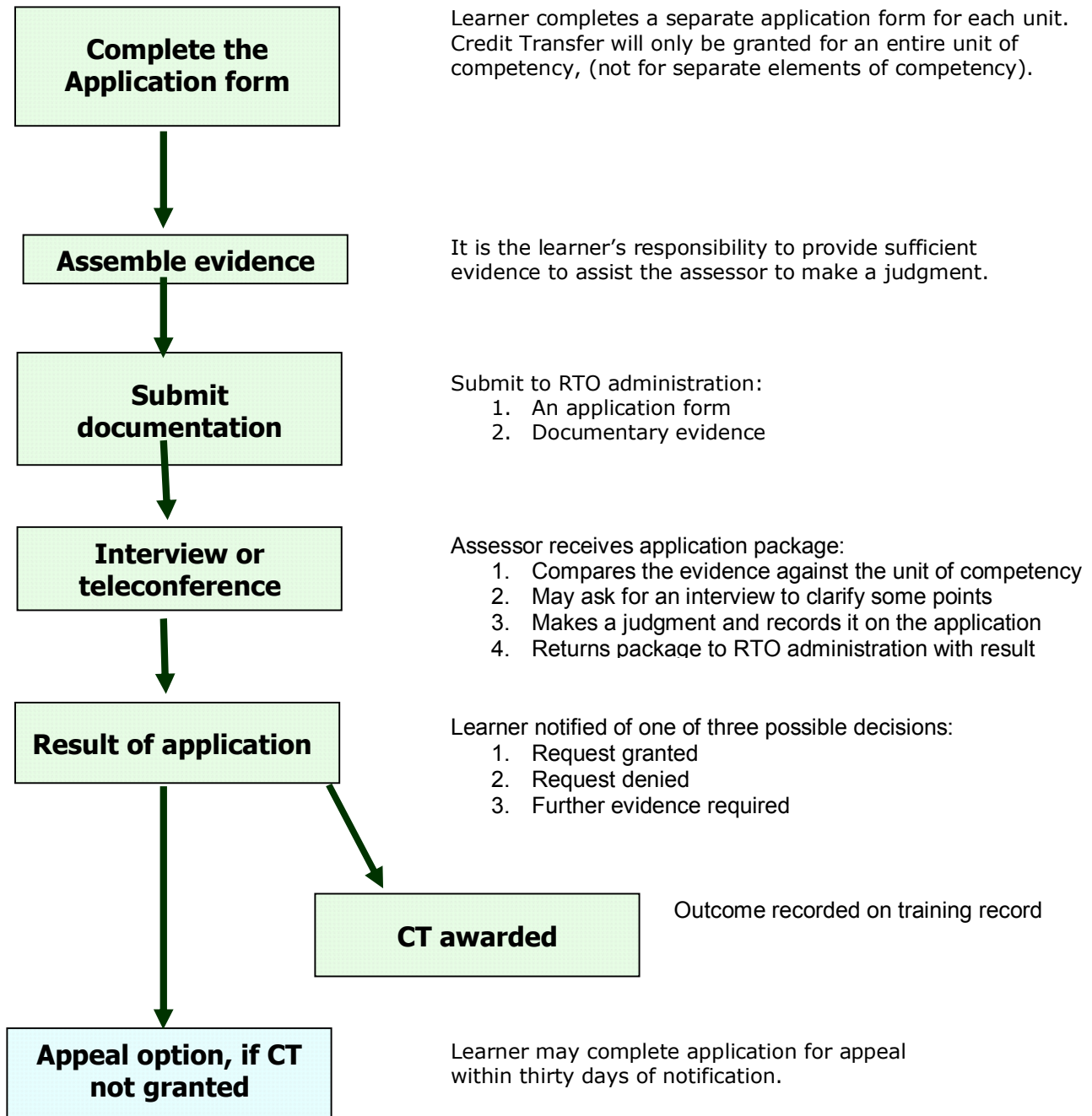


# Application form: Credit Transfer

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## The Credit Transfer Process



# Application: Credit Transfer

(Please complete one of these applications for each unit.)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Credit transfer involves assessing a previously completed course or subject to see if it provides equivalent outcomes to those required within the current course of study.

If you have an appropriate qualification or statement of attainment (SoA) from another Registered Training Organisation (RTO) for this identical unit, then credit transfer is automatically awarded.

**(Note:** The transcript of results and/or SoA must be able to identify the RTO by its national provider number from the National Register: Training.gov.au (TGA), [the database on Vocational Education and Training in Australia]. **and** includes the Nationally Recognised Training (NRT) logo in accordance with current conditions of use)

The copy must be signed by a Justice of the Peace (JP) or Commissioner for Declarations or the original must be shown to RTO administration.

If it is for a very similar course, and does not have the same NTIS code and title then you need to complete a Recognition of Prior Learning Application. Refer to our website or ask for an application to be sent out.

You **MUST** provide the appropriate documentation such as: a Statement of attainment or Transcript of results.

Additionally, you **must provide** Adept Training with **proof of identity (POI)** to verify your legal name as noted on either: your birth certificate, driver's licence or passport. This is a contractual requirement by our auditing bodies for the issuing or **re-issuing** of AQF certification. "RTO's must verify the person's identify on enrolment and when issuing or re-issuing any certification to them. (ie qualification, Statement of Attainment or transcript of results)".

1. Complete this application form.
2. ATTACH CERTIFIED DOCUMENTATION  
(these are copy/ies of appropriate document/s certified as **true copy/ies of the originals** by a person authorised to do so)
3. Bring in or send package to Learning Administration

<b>Adept Course Code:</b>	_____
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<b>Unit of competency code:</b> [Example: HLTA301C]
_____

<b>Unit of competency title:</b> [Example: Apply first aid]
_____

<b>Issued by Registered Training Organisation (RTO) Provider No.:</b>
_____

<b>Please tick ✓</b>
<input type="checkbox"/> I have a qualification, <i>transcript of results</i> and/or a statement of attainment from another RTO for this exact unit and a certified copy is attached to this application form.
<input type="checkbox"/> This document has the Nationally Recognised Training (NRT) Logo displayed on it.

<b>ASSESSOR RECOMMENDATION</b> (Delete ones that do not apply)		
<b>Application granted</b>	<b>Application denied</b>	<b>More evidence required</b>
.....	.....	.....
.....	.....	.....
Assessor's Name:		Date:

