

Domestic Student Course Credit Transfer

Version 160617

- AIWT recognises qualifications and statements of attainment issued by any other Registered Training Organisation under the Australian Qualifications Framework.
- This form should be completed where a student is seeking course credit from completed units/qualifications previously gained in other RTOs.
- This form should also be completed where students are advancing through to a higher qualification having completed required units from a previous qualification or a combination of previous qualifications.

SECTION A: PERSONAL DETAILS (TO BE COMPLETED BY STUDENT)

Family name:		Given name(s):	
CURRENT ADDRESS:			Date of birth:
Street address:	Suburb:	State:	Postcode:
Email address:		Phone (home):	
Phone (work):	Phone (mobile):		

SECTION B: UNITS APPLIED FOR CREDIT TRANSFER (TO BE COMPLETED BY STUDENT)

Unit Code:	Unit Name:
Unit Code:	Unit Name:
Unit Code:	Unit Name:
Unit Code:	Unit Name:
Unit Code:	Unit Name:

SECTION C: UNITS GRANTED CREDIT TRANSFER (TO BE COMPLETED BY ASSESSOR)

Unit Code:	Unit Name:
Unit Code:	Unit Name:
Unit Code:	Unit Name:
Unit Code:	Unit Name:
Unit Code:	Unit Name:

- This section should be completed by the Assessor after the units have been granted the credit transfer. It may take five working days to process the application and to give the result to the student.

SECTION D (TO BE COMPLETED BY STUDENT AND ASSESSOR)

Student name:	Student signature:	Date:
Assessor name:	Assessor signature:	Date:

- This section needs to be completed by both the student and assessor. A copy will be provided to the student as a receipt of this application. The original will be stored in the student's file. Note: acknowledgement of the form doesn't reflect grant of credit transfer.

SECTION E (TO BE COMPLETED BY STUDENT AND ASSESSOR)

Additional documentation is attached: Yes No

SECTION F (TO BE COMPLETED BY ASSESSOR)

Credit transfer approved: Yes No

Approval indicates acceptance of Course Credit Transfer.

Signed _____ Date _____

Process for Course Credit Transfer

1. On receiving a request for Course Credit Transfer, the Student is supplied with this form.
2. The Student is required to read and understand the *Process*, and then complete and sign the **Declaration**.
3. Sections **A** and **B** need to be completed by the Student and handed over to the Assessor with necessary evidence/documentation required for the Credit Transfer.
4. Section **E** refers to the evidence for applications for Credit Transfer; that may include certificates, qualifications, course transcripts or statement of attainment.
5. The Assessor and Student need to complete Section **D**. The Assessor will provide a copy of the form to the Student as a receipt of the application and the original is filed in Student file. Please note: acknowledgement of the form doesn't reflect grant of the Credit Transfer.
6. The Assessor will assess the application within five working days and complete Sections **C**, **D**, **E** and **F**.

DECLARATION (TO BE COMPLETED BY STUDENT)

I (print full name) _____ confirm that

I have read and understood the *Process* of the Course Credit Transfer, as outlined in this document.

Signed _____ Date _____