

International Student Course Credit Transfer

Version 130617

- 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 their demonstrated prior completion of 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:
Trainer name:	Trainer 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 Terms and Conditions*, 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**.

Terms and Conditions

1. Course Credit Transfer approval means student doesn't have to attend the classes for that particular unit and therefore it will result in change of course duration within their CoE to reflect the same.
2. In the case that a student has another successive COE that follows the current CoE; the subsequent CoE may also be affected.

DECLARATION (TO BE COMPLETED BY STUDENT)

I (print full name) _____
 confirm that I have read and understood the *Process of the Course Credit Transfer and Terms and Conditions*, as outlined in this document.
 Signed _____
 Date _____