

# CREDIT TRANSFER APPLICATION FORM

## Certificate 1 to Certificate IV Qualifications & Short Courses

### Credit Transfers

Credit transfers apply to a situation where a student has completed units identical to those they are currently enrolled in. These units may have been completed as part of another course with another TAFE or Registered Training Organisation.

Credit transfers will be granted in accordance with the Mutual Recognition Procedure. To view this procedure visit: <https://www.its.vic.edu.au/policies-and-regulations/>

#### Credit Transfer Fees

Intelligent Training Solutions does not charge any fees for a direct credit transfer providing that the units held by the student are identical to those currently enrolled in.

#### How to apply for your Credit Transfer

Lodge this completed Application form to:

#### Intelligent Training Solutions

Administration Office, PO BOX 322, Riddells Creek, Victoria 3431 or email your completed form to: [admin@its.vic.edu.au](mailto:admin@its.vic.edu.au)

### SECTION 1: COMPLETE ALL DETAILS.

#### CLEARLY PRINT YOUR LEGAL NAME AS IT APPEARS ON YOUR ENROLMENT FORM.

ITS STUDENT NUMBER		I	T	S	0	0	0			
Title	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Dr.	<input type="checkbox"/> Other				

Legal Given Name		Middle Name	
Legal Family Name		Date of Birth	___/___/____
Telephone (Home)		Mobile Number	
Address			
Email Address			

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Section C – Outcome of Initial RPL Meeting			
Department Name			
Staff Member Name		Date Sent	

Section C – Outcome of Initial RPL Meeting	
Date	Summary of Meeting

Proceed with the RPL Application			
<input type="checkbox"/> Yes	Staff Name	Signature	Date
<input type="checkbox"/> No			

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## SECTION 2: COURSE DETAILS and SIGNATURE

**NOTE: Attach a verified copy of any relevant Statements of Attainment**

Credit Transfer Details					Section F – Credit Transfer Outcome Record		
Unit Code	Unit Title	Assessor Name	Evidence Received Date	Student Interview/Due Date	Assessor Signature	Date	Outcome 53   Credit Transfer Granted Or GT   Gap Training

I agree to undertake the credit transfer process for the units listed above.

<b>Student Signature</b>	<b>Date</b>
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## ADMINISTRATION OFFICE USE

### APPLICATION STATUS

- A credit transfer of all the listed units above has been granted.
- A credit transfer or part off has NOT approved by Program Coordinator.  
**NOTE: DEPARTMENT OR COORDINATOR MUST ADVISE STUDENT IN WRITING**

REASON: \_\_\_\_\_  
\_\_\_\_\_

Course Enrolment Office Use Only for Completion in Student One	Administrator Initial	Date Entered	Date Documents Scanned
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### TRAINING MANAGER SIGNATURE