

Credit transfer can be granted for unit/s completed under a nationally recognised qualifications and/or statements of attainments issued by a Registered Training Organisation (RTO). In accordance with VET Quality Framework and conditions of registration, NORTEC recognises qualifications/statements of attainments issued by other RTO's. Credit transfer can only be granted for unit/s that is the **same or equivalent code and title** in the Training Package. Information on this can be searched on www.training.gov.au . If you are unsure if you are eligible for credit transfer please discuss with your trainer/assessor and they will advise you accordingly.

PLEASE READ THROUGH THE BELOW PRIOR TO COMPLETING THE APPLICATION ON PAGE 2 OF THIS DOCUMENT:

CREDIT TRANSFER CHECKLIST	Completed
You are currently undertaking a course, traineeship or enrolled in a qualification as a fee for service learner through NORTEC	<input type="checkbox"/>
You have discussed credit transfer with your trainer/assessor or Training Services Unit (TSU) administration staff member	<input type="checkbox"/>
Complete the application form and supply certified copies of original documentation (certificates/statement of attainments issued by a RTO). You can obtain certified copies of your documentation by taking your original document to an individual who is one of the following: <ul style="list-style-type: none"> • A Justice of the Peace with a registration number • Accountant – member of a recognised professional accounting body or a Registered Tax Agent • Court Clerk • Barrister, Solicitor or Patent Attorney • Police Officer in charge of Police Station or of the rank of Sergeant and above • Postal Manager • Principal of an Australian Primary, High School or Australian Secondary College <p>The certifying officer must:</p> <ul style="list-style-type: none"> • Write or stamp on the copy certifying it as a true and accurate copy of the original and sign and print their name • If signed by Justice of the Peace, a registration number must be stated and the state/territory of registration 	<input type="checkbox"/>
Forward your application form and documentation to your trainer/assessor	<input type="checkbox"/>
APPLICATION PROCESS	
<ul style="list-style-type: none"> • Your trainer/assessor or authorised Training Services Unit staff member will review your application and accompanying certified documents within a week of receipt of application. • You will be advised within 2 weeks of the outcome of your credit transfer application by your trainer/assessor via email, telephone or face-to-face if you are attending a course delivered in the classroom. • Once approved the unit/s for which you have applied credit transfer for will be recorded as a credit transfer result in your enrolment. • The credit transfer application will be placed in your student file as evidence. Please ensure you retain a copy of your application for your records. 	
ASSESSMENT APPEAL	
<ul style="list-style-type: none"> • If you are unsatisfied with the outcome or the way the application was processed you can appeal the application result. Please refer to the Assessment Appeals Process in the NORTEC Training Handbook. • To discuss any concerns or to make a complaint please contact the Training Services Manager or the VET Coordinator. 	

Applicants Name:					Application Date:			
Address:					Post Code:			
Email Address:					Date of Birth:			
Contact number:								
Dual Qualification: <input type="checkbox"/> Yes <input type="checkbox"/> No								
Course/Qualification (Primary) code and title:								
Course/Qualification (Secondary) code and title (if applicable):								
Unit Code and Title currently enrolled course/qualification	Code and title of unit/s attained for which equivalence is sought (write same if unit is identical)	Copy of certified document attached	Qualification/ Statement of Attainment issue date:	RTO Provider No:	NORTEC TSU staff use only:		NORTEC TSU staff use only:	NORTEC TSU staff use only:
		<input type="checkbox"/>			Credit Transfer verified		Reviewed by (please initial)	Date reviewed:
		<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No			

If credit transfer for any of the above units have not been verified you will be advised by Training Services Unit or your trainer/assessor as reasons as to why the credit transfer has not been granted via email, telephone or face to face.

APPLICANT SIGNATURE: _____

Administration use only:	Approving NORTEC TSU staff name:	Signature:
Date applicant notified: _____	Entered into VETtrak by:	Date Processed: