

Application for Credit Transfer

Student name					
Title		Given Name	Surname		
Unit Code & Title enrolled & applied for; STUDENT SERVICES OR TRAINER TO COMPLETE (YOUR NEW UNITS ENROLLED IN)		Unit Code & Title requested for credit transfer STUDENT TO COMPLETE (YOUR PRIOR UNITS ACHIEVED EVIDENCE ATTACHED)		Verification DETCONNECT CHECK (Initial)	
				(Administration to complete)	
				Credit Granted Equivalent	Credit not Granted Not Equivalent

Major Training Group RTO 6139

Instructions:

- Student or Trainer to complete student name, identify units for credit transfer and supply verified and/or certified prior certificate copies to Administration.
- Administration staff to perform mapping/results and DETCONNECT Verification to ensure Certification is genuine. Credit not granted referred back to trainer for confirmation with student for RPL consideration
- Where student presenting prior certificates to Major staff, Original Statement of Attainment, Qualification, and Academic Transcript must be sighted showing the issuing RTO name, completion date, unit code/s, unit title/s and results. Print a photocopy of certificates and write the word 'verified' on copy and sign and date, then attach verified copies to this form).
- Where student posting/email copies. The copies provided must be 'certified' by a Justice of the Peace (JP).
- Where documentation is issued in another name (eg: maiden name), Student must provide a certified copy of change of name documentation (eg: Certificate of Marriage)
- Should evidence provided be in a language other than English, a translation by an accredited translator must be provided.

Verification (Admin Staff):

- Mapping completed using <http://training.gov.au/Home/Tga> .
- Verification using DETCONNECT
- aXcelerate updated

Verified by: _____: Date: _____

(Print 2 sided)