

APPLICATION FOR CREDIT TRANSFER

What is Credit Transfer?

Credit transfer is the granting of credit to students for units of competency they have completed previously at another institution or training organisation. Students awarded credit will be exempt from completing those units of competency again during your training with Mint Training.

Credit will only be granted where the National unit of competency codes are identical, your name is identical and the training organisations RTO code is displayed on the Statement of Attainment / Transcripts. It is your responsibility to provide an appropriate evidence to support your application.

When should I apply for Credit Transfer?

Credit Transfer should be applied for in the first week of training, if not before. This is so we can adjust your training plan and calculate your enrolment fees accurately at the earliest possible time.

Credit will only be granted when an application has been submitted prior to the unit commencement date. You will be notified within 14 days of the application outcome.

What evidence to do I need?

Original Statements of Attainment must be sighted by your trainer/assessor. Your trainer/assessor will copy the Statements and attach them to your completed application form.

OR You can provide certified copies.

Applicant's Name		<i>Student ID #</i>	
Course enrolling in		<i>Group</i>	
Email		Mobile Phone	

Please list ONLY those Unit/s of Competency that you are applying Credit Transfer for. (Please attach separate sheet if required)			
Unit Code E.g. BSBWOR404	Unit of Competency Title E.g. Develop work priorities	Assessor Use Only CT Granted?	
		YES	NO

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		YES	NO

Applicant's Declaration

I certify that the information provided and evidence given in support of this application is accurate and complete. I understand this application will not be processed unless I provide all required documentation and the decision made by an assessor would be final. As a result, I accept that there may be changes to the overall duration of my course.

Applicant's Signature		Date	
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Office Use Only

Assessor Approval	Administration Management
Original documents sighted & copies are attached <input type="checkbox"/>	Application checked: <input type="checkbox"/> Evidence attached: <input type="checkbox"/>
Training Plan has been updated <input type="checkbox"/>	Processed in VETTRAK: <input type="checkbox"/>
Student notified of outcome: <input type="checkbox"/>	Admin Name:
Assessor's Name:	Date processed:
Signature:	Signature
Date Approved:	

Please retain this form and all relevant evidence in Student's File.