

## Credit Transfer Application Form

**What Qualification are you seeking Credit Transfer in?**

Name:	
Student ID (if already Spencer Technical College Student):	
Course Enrolling Into:	
Address:	
Home Phone:	Email Address:

**Credit Transfer**

**Credit Transfer** is the process whereby units of competency gained through a previous course are recognised. These units could have been acquired by the student while enrolled at another TAFE, College or RTO.

Credit Transfer exempts a student from enrolling in units if the student has:

**Option 1:** Completed units at another Registered Training Organisation (RTO) within the Australian Quality Framework (AQF) and from the **SAME** Training Package where those units **ARE** included in the course in which they are enrolled.

**Option 2:** Completed units at another RTO, within the AQF and from the **SAME** Training Package where those units are **NOT** included in the Course in which they are enrolled, however still meet the packaging rules.

**Attach copy/copies of the Qualification/s and Record of Results, or Statement/s of Attainment.**

**To apply for Credit Transfer:**

Gather all documentation and Submit the application to Spencer Technical College for assessment.

You may also be required to attend an interview with the staff member handling your application, if they require further information.

**IMPORTANT NOTE:** Granting Credit Transfer may impact on the duration of your Student Visa. Contact DHA (Department of Home Affairs) if you have any concerns.

		/ /
Student's Name	Signature	Date

**Office use only**

Credit Transfer Awarded?  Yes  No

**Name of the units the student has gained Credit Transfer for:** *(Attach as a separate page if needed.)*

No:	Unit Code	Unit title
1		
2		
3		
4		
5		

**List the units the student needs to gain competency in:** *(Attach as a separate page if needed.)*

No:	Unit Code	Unit title

**Student Declaration**

I agree and accept the credits approved by Spencer Technical College. I understand that these credits may impact on the duration of my Student Visa. I understand that before granting credit Spencer technical College will either authenticate the information by directly accessing the USI transcript online or by contacting the organisation that issued the result document/s to confirm the content is valid.

		/ /
Student name	Student Signature	Date
		/ /
Assessor name	Assessor Signature	Date