

Credit Transfer Application Form

Credit Transfer recognises previously completed formal training and/or qualifications. You may be eligible for credit transfer if you have successfully completed any identical or equivalent units of competency in the course in which you are enrolling. You must be able to present an original certificate or a verified USI Transcript to support your application.

STUDENT DETAILS	
I am applying as a ☐ Future student (New Applicant) ☐ Currently enrolled student	
Title: ☐ Mr. ☐ Mrs. ☐ Ms ☐ Miss	USI:
Student Name:	Date of Birth: (DD/MM/YYYY)
Address:	
Suburb:	State: Postcode:
Phone Number:	
Email Address:	

CREDIT APPLICATION DETAILS			
In the table below, list the qualification and units that you wish to apply for a Credit Transfer			
Course Code			
Course Title			
Unit Code	Unit Title	Evidence Supplied	CT Granted (RTO to complete)

STUDENT DECLARATION
☐ I declare that the information contained in my Credit Transfer and Recognition of Prior Learning Application is true and correct. ☐ I give KAL permission to verify my award/certificate as issued by another Registered Training Organisation (RTO) or TAFE, with that issuing organisation or for KAL to directly view my USI transcript online via the USI transcript Service (www.usi.gov.au) ☐ I have/will provide permission in the USI Registry system for KAL to directly view my USI transcript online via the USI transcript Service
Student Name:
Signature: Date:
Provide this completed form with any supporting evidence to KAL admin@kaltraining.com.au or directly to an RTO Representative

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OFFICE USE ONLY

Original Certificates /Statements of Attainment (s) have been sighted. ☐ Yes ☐ No

Copies of all Certificates /Statements of Attainment (s) are attached to this application. ☐ Yes ☐ No

'CT Granted' column is completed ☐ Yes ☐ No

Where CT has not been granted a written explanation has been provided ☐ Yes ☐ No ☐ N/A

Reason for not granting credit transfer application

I declare that I have verified that the certification document/s provided are legitimate true and correct.

RTO Representative Name:

Signature: _____ **Date:** _____

RECORD MANAGEMENT

SMS Updated		
Training Plan adjusted		
Fee adjusted		
Student has been notified in writing of the application outcome		