

CREDIT TRANSFER APPLICATION FORM (CT1)

Please complete all following details and attach all supporting documentation requested as evidence

Participant Name	
Course Enrolled	

About Credit Transfer:

Credit transfer is a process that provides participants with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

Participants who have completed or partly completed a course at another institution or have completed or partly completed a course with Risk Management Training Solutions and have been deemed competent may apply for credit transfer for a unit/s of competency. The participant must have a certificate or statement of attainment to show this.

To apply for Credit Transfer:

- gather all documentation - all certificates must be authentic or certified copies and presented for sighting
- complete an application form
- submit the application and supporting documents to your trainer for assessment

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

List of unit/s for which Credit Transfer is being requested:

1.
2.
3.
4.
5.
6.

Please detail the documents you will provide to support your application:

1.
2.
3.
4.
5.
6.

Signed _____

Dated _____

Print Name _____

Application received by (name of staff member) _____

Signed _____

Dated _____

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OFFICE USE ONLY		
Evidence attached for each unit of competency a credit is being request e.g. Award / Academic Results / Transcript	YES	NO
Further action required <i>(if yes please describe)</i>	YES	NO
Data Entry Verification Name and signature:		Date CT result entered: