

## CREDIT TRANSFER APPLICATION FORM

Credit transfer is a process which provides a person with agreed and consistent credit outcomes for components of a Nationally Recognised qualification, based on identified equivalence in content and learning outcomes between matched qualifications.

A person may be seeking a credit transfer where the qualification held has been superseded and is no longer current or is very similar to another course they need or wish to attend or they are part way through one qualification and wish to transfer to another similar one.

A person who has a Nationally Recognised certificate or statement of attainment for a course, either issued by another institution (RTO), or with Allens Training Pty Ltd (RTO 90909), may apply for credit transfer of their unit/s of competency to another. To be approved for credit transfer, evidence of completion must be provided, by way of an authentic or certified copy of the relevant certificate or statement of attainment. You must provide satisfactory evidence that the statement of attainment or qualification is authentic, is yours and that it has been issued by an Australian RTO.

### Checklist for credit transfer application:

- Gather all evidence to be presented for sighting by Allens Training Pty Ltd processing staff.
- Scan and save the evidence documents.
- Complete this application form and save a copy:
  - 1. Authorise Allens Training Pty Ltd to view your USI transcript records online:
    - Go to [www.usi.gov.au](http://www.usi.gov.au) and select 'Student Login'
    - Agree to the terms and conditions and login
    - Select 'Provide your USI', then select 'Set up access to your USI Account/Permissions'
    - Search details by entering either Allens Training Pty Ltd or 90909 in the appropriate field
    - Once you have found Allens Training Pty Ltd select 'Add'
    - Select the permission you want to grant Allens Training Pty Ltd to view your records and the expiry date and select Save
    - Complete Table 1. on the credit transfer application form and provide your USI.
  - 2. Provide a list of unit/s successfully completed; and
  - 3. Nominate the documents you will supply; and
  - 4. Provide your name and contact details and sign and date.
- Prepare an email and attach all supporting documents as per your list in Table 2. on the credit transfer application form.
- Send to [compliance@allenstraining.com.au](mailto:compliance@allenstraining.com.au) to submit the application and relevant documents for processing.
- Pay the relevant fees. Please note - Fees will be charged for the credit transfer service based on the requirements for the application. You will be advised of fees and charges on submission of your application, or you can contact Allens Training Pty on 1300 559 064.

### Please Note:

An interview with an Allens Training Pty Ltd staff member may be required if further information is needed.

Students will be informed in writing of the outcome of their application.

You can refer to the student handbook for further information on credit transfer.

[Visit allenstraining.com.au/students/student-handbook](http://allenstraining.com.au/students/student-handbook)



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Please complete all following details and attach all supporting documentation provided as evidence.

### 1. Confirmation of authorisation for Allens Training Pty Ltd to view USI Transcript records online.

I have gone onto the USI website and granted permission for Allens Training Pty Ltd, RTO #90909, to view my records in support of my application.

No (provide reason):

Yes (provide expiry date):

USI number:

### 2. Unit code and name for transfer request

### 3. Document provided as evidence

	<input type="checkbox"/> Statement of attainment	<input type="checkbox"/> Certificate
	<input type="checkbox"/> Other (specify):	
	<input type="checkbox"/> Statement of attainment	<input type="checkbox"/> Certificate
	<input type="checkbox"/> Other (specify):	
	<input type="checkbox"/> Statement of attainment	<input type="checkbox"/> Certificate
	<input type="checkbox"/> Other (specify):	
	<input type="checkbox"/> Statement of attainment	<input type="checkbox"/> Certificate
	<input type="checkbox"/> Other (specify):	
	<input type="checkbox"/> Statement of attainment	<input type="checkbox"/> Certificate
	<input type="checkbox"/> Other (specify):	
	<input type="checkbox"/> Statement of attainment	<input type="checkbox"/> Certificate
	<input type="checkbox"/> Other (specify):	
	<input type="checkbox"/> Statement of attainment	<input type="checkbox"/> Certificate
	<input type="checkbox"/> Other (specify):	
	<input type="checkbox"/> Statement of attainment	<input type="checkbox"/> Certificate
	<input type="checkbox"/> Other (specify):	

### 4. Applicant details and signature.

Name:

Signature:

Date:

Contact phone number and/or email:

Office use only	Tick when done
<b>Application received on (date):</b> <b>By whom:</b>	<input type="checkbox"/>
Correct evidence has been provided for each unit of competency credit transfer request. (if no, contact applicant).	<input type="checkbox"/>
USI Transcript reviewed and validated (date): (if no, contact applicant).	<input type="checkbox"/>
Application checked, verified and approved (date): (if no, contact applicant).	<input type="checkbox"/>
Confirmation sent to the participant (date):	<input type="checkbox"/>
<b>Application completed. Data entry verification (date):</b> <b>By whom:</b> <b>Signature:</b>	<input type="checkbox"/>