



Credit Transfer Application

Full Name:	
INSERT RTO NAME location:	
Best Contact Number:	
Applicant information The following guidelines apply to applications for national recognition to INSERT RTO NAME: <ul style="list-style-type: none">– National recognition is the recognition of learning achieved through formal education and training. Qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs.– Any student is entitled to apply for national recognition in a course or qualification in which they are currently enrolled.– Students may not apply for national recognition for units of competence or qualification which are not included in INSERT RTO NAME scope of registration.– Whilst students may apply for national recognition at any time, they are encouraged to apply before commencing a training program.– The student does not incur any fees for national recognition and INSERT RTO NAME does not receive any funding when national recognition is granted.– National recognition may only be awarded for whole units of competence.– National recognition will only be issued when the student's enrolment includes at least one other unit of competence for which the student is participating in training or is seeking recognition. Student may not enrol only for national recognition.– To apply for national recognition, the applicant must complete and submit the following documentation to INSERT RTO NAME:<ul style="list-style-type: none">▪ National recognition Application Form (this form)▪ Certified copy of the qualification or Statement of Attainment▪ Student Enrolment Form	
Course title of current or intended enrolment:	
Institution where previous training relevant to this application was conducted:	
On what basis is national recognition is claimed?	



Units already held		National recognition Sought		Official use only
Unit Code	Unit Title	Unit Code	Unit Title	Approved / Not approved / Remarks /

This section: INSERT RTO NAME Use Only

Provide a summary of how the evidence submitted for the credit transfer application was authenticated.

By signing this form, I certify that the information provided is true and correct.

Signed: _____

Date: ____ / ____ / ____