

# CTI Application for Credit Transfer (CT)

## WHAT IS CREDIT TRANSFER?

A Credit Transfer is the same or Equivalent (as stated in Curriculum or Training Package documentation) module/competency which has been successfully completed at another Registered Training Organisation. 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.

Documentary evidence must accompany all credit transfer applications. CTI will recognise Qualifications and Statements of Attainment issued by any Australian Registered Training Organisations. If your application for credit transfer is approved you will be granted a credit for the relevant unit(s)

If you wish to apply for credit transfer you must complete this application form and return it to the Student Services Co-ordinator along with the evidence to support your application. The applications for credit transfer will be assessed on the evidence supplied. You must provide certified copies of qualifications, statements of attainment and /or transcripts of results.

Do not send original documents. A photocopy of an original document can be certified (signed and dated) as a true copy of the original document by an authorised person (i.e. Justice of the Peace, police officer, doctor, accountant, school principal, bank manager etc.). This person must sight both the original and the photocopy. You may be asked to show the original documents at a later stage.

## INSTRUCTIONS TO APPLICANT

1. Complete this form and forward to the Student Services Co-Ordinator
2. Attach all supporting documentary evidence of units of competencies passed
3. Evidence of qualifications i.e. Certified copy of certificate, USI Transcript
4. You will be notified of the outcome of your application

LEARNER NAME	
LEARNER ID	
EMAIL ADDRESS	
MOBILE NUMBER	
COURSE DETAILS:	
COURSE CODE	
COURSE TITLE	

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### DECLARATION

- To the best of my knowledge, the information given in this application is correct and complete.
- I understand that CTI reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.
- I authorize CTI to conduct a search and retrieval of my academic record from my previous educational institution(s) to verify the information contained in my application.
- I understand that CTI collects, stores, and uses personal information in accordance with CTI Privacy Policy.
- I have retained a copy of this application and all supporting evidence

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

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## APPLICATION RECORD

PREVIOUS UNIT SUCCESSFULLY COMPLETED				UNIT/S THE CREDIT IS BEING APPLIED TO		
INSTITUTION	NATIONAL CODE UNIT	UNIT TITLE	YEAR COMPLETED	UNITE CODE	UNIT TITLE	GRANTED YES/NO
E.g. RTO Name	CPCCWHS1001	Prepare to work safely in the construction industry	2020	CPCCWHS1001	Prepare to work safely in the construction industry	YES

EVIDENCE ATTACHED (circle) **YES** **NO**

	First Name	Surname	Student ID	Date
LEARNER DETAILS				
ASSESSOR				
RTO MANAGER				
PROCESSED BY				