CREDIT TRANSFER APPLICATION

ABV
AUSTRALIAN BUSINESS & VOCATIONAL TRAINING
RTO ID 52592

INSTRUCTIONS

Complete this document to request a transfer of credit for those units which you have already achieved that are listed as components of the course you wish to enrol in. Application for credit transfer does not incur a fee.

A copy of evidence to support your application will be required. *Evidence can be a copy of your USI transcript, a copy of your Statement of Attainment, or a Testamur with the corresponding Record of Result.*

A verification process is undertaken before a credit transfer is approved. By completing this form, you give permission to contact the issuing RTO for the purpose of verification.

ENROLMENT INFORMATION

COURSE	(Select a Course for CT)
STUDENT NAME	

CREDIT TRANSFER UNITS

List the unit that is currently listed in the course, and then the evidence supplied in consideration of credit transfer.

UNIT IN COURSE	UNIT HELD	DATE ACHIEVED	ISSUING RTO

DECLARATION

I declare that the evidence(s) provided to support the request for credit transfer is genuine and complete, and I authorise the issuing RTO to release my academic record(s) and/or enrolment to ABV for the purpose of verification.

STUDENT SIGNATURE		DATE	

CREDIT TRANSFER APPLICATION

RTO USE ONLY

Evidence of verification and any gap analysis completed must be saved in the student file.

UNIT IN COURSE	COMPARE	GAP ANALYSIS	AWARD VERIFICATION / NOTES	CREDIT ISSUED
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No
	☐ Equiv. ☐ Not Equiv.	☐ Yes ☐ No	☐ Verified RTO: Verified via: (Select O	☐ Yes ☐ No

Approved By:

NAME		SIGNATURE		DATE	