Credit Transfer Application (VET)

STUDENT TO COMPLETE

Instructions:

- Credit transfers will only be considered for students seeking to enrol with TAFE Queensland.
- No application is usually required if previous study was completed with TAFE Queensland as these will be automatically recorded on your student record. Speak to Customer Services to determine if an application is required.
- This application (and supporting documentation) should be submitted with your Application for Admission for the course in which you are seeking credit transfer. Your supporting documentation must indicate your previous training provider's details to enable authentication by TAFE Queensland.
- If the units you are seeking credit are electives, only the required number of electives will be eligible for credit.
- 100% credit transfer is **not** permitted (except for apprentices/trainees under the User Choice Policy).
- TAFE Queensland will not recognise credit where credit transfer was granted by your previous training provider or where credit is sought without an enrolment with TAFE Queensland.

Please attach copy/ies of your supporting documentation – Statement of Attainment/USI transcript or other official academic record. If you have lost/misplaced your supporting documentation or the training provider has ceased operation, you may request a copy via the USI Register or the ASQA website.

Tick both of these boxes for your application to be processed:

☐ I hereby certify that the information and supporting documentation I have supplied is true and correct.

☐ By submitting this application I authorise TAFE Queensland to authenticate my supporting documentation/results.

Tick one of these below:

☐ I understand TAFE Queensland will contact the training provider where I completed my previous study to verify my study before assessing my application (where required). I hereby give permission for TAFE Queensland to be provided my results to allow assessment of this application.

OR

☐ I have studied in or after 2015, and have given TAFE Queensland permission to view my study directly via the USI Register. Please use RTO Code (0275) and RTO Name (TAFE Queensland) when recording your permission. See link: https://www.usi.gov.au/students/create-your-usi/give-your-usi-your-training-organisation. If TAFE Queensland cannot access my information via the USI Register, I have authorised (above) TAFE Queensland to contact the training provider directly to authenticate my results.

Signature:		**Date:**	

TAFE Queensland Student ID:										**Unique Student Number (USI)** To be supplied if TAFE Queensland is to verify your documents through the USI Register									

Family Name:		**Given Name/s**:		**Date of Birth:**	
Email:				**Mobile:**	
Postal Address:				**Postcode:**	

Qualification details you are requesting credit to be recorded for (must be the course you are currently seeking admission with TAFE Queensland):

Qualification Code:		**Qualification Name:**	

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UNIT OF COMPETENCY DETAILS YOU ARE REQUESTING CREDIT TO BE RECORDED FOR

In Columns 1 to 4, identify the unit/s of competency you completed location and year of study and then in Columns 5 and 6 identify the current units you are seeking to be recognised as credit. **NOTE:** Insert as many rows as required or copy table.

Unit Code	Unit Name	Location of Study *(H,R,T,U,TQ)	Year of Study	Unit Code	Unit Name	Approve
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No

* **H** = High School, **R** = Other RTO, **T** = Interstate TAFE, **U** = University, **TQ** = TAFE Queensland

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ADMINISTRATION OFFICER TO COMPLETE

Admin Officer's Name:		
I have verified the supporting transcripts are authentic via (one must be completed):	☐ USI Register OR	☐ Contacted training provider to confirm via email or online verification
I have attached a printout/screenshot of the verification:	☐ Yes	☐ No
I confirm that this application for transfer credit is:	☐ *Approved* (All unit codes are equivalent on the SMS)	☐ *Requires referral to Content Expert* (Units are not listed as equivalent on the SMS)

Credit Transfer Processed:	☐ Yes	☐ No	☐ Client Notified:	
Signature:			**Date:**	

CONTENT EXPERT TO COMPLETE *(When application referred by Administration Officer)*

Content Expert's Name:		
This application for transfer credit is:	☐ *Approved*	☐ *Not Approved*
Approval is based on:	☐ Equivalency (*Mapping is attached*)	☐ Documented Credit Agreement
	☐ Other *Please specify*	
Not approved based on:	☐ Units are not equivalent (*Mapping is attached*)	☐ Other - *Please specify:*
Signature:		**Date:**	

ACTIONS: Return signed form and mapping to Administration Officer for processing/client notification. If approved; also email copy of application and supporting mapping to Product Lead so equivalency may be considered for SMS.

PRODUCT LEAD USE ONLY *(When application referred by Content Expert)*

Name:		**Date:**	

☐ I have reviewed the mapping and emailed authorisation to Product Systems Support to enable equivalency to be added to the SMS.