

## APPLICATION FOR CREDIT TRANSFER

Credit Transfer involves assessing a previously completed unit of competency to ascertain if it provides equivalent outcomes to those specified in the student's current program of study. Credit transfer may only be granted below 100% of a qualification.

### ENROLMENT DETAILS

Full Name			
Contact Number			
Date of Birth		USI	
Qualification Code			
Qualification Title			
Enrolment Start Date		End Date	

### APPLICATION CHECKLIST

Completed	Task / Action
<input type="checkbox"/>	Check Credit Transfer eligibility based on the criteria listed below
<input type="checkbox"/>	Complete Application for Credit Transfer Form
<input type="checkbox"/>	Enclose <b>certified*</b> copies of evidence to support application (with units of competency listed) Evidence may include copies of a Statement of Attainment, Qualification, or an academic transcript
<input type="checkbox"/>	Email completed application form and all supporting evidence to <a href="mailto:info@seedskills.edu.au">info@seedskills.edu.au</a>

\*For more information on certified documents, please visit <https://www.education.gov.au/guidelines-certification-documents>

### CREDIT TRANSFER ELIGIBILITY

To be eligible for a Credit Transfer, students must:

- Be successfully enrolled in a qualification or program of study with Seed Skills;
- Be able to demonstrate, through certified evidence, that they have previously achieved the same unit of competency through another RTO that they are applying for credit with Seed Skills; and
- Be able to demonstrate, through certified evidence, that the unit of competency they are applying for credit has been achieved within the last 3 years.
  - If achieved more than 3 years ago, the student may be required to complete additional assessment to verify competency.

## UNIT/S OF COMPETENCY FOR CREDIT APPLICATION

Unit Code	Unit Name	Issuing RTO	Year of Study

If additional lines in the above table are required, please complete another copy of this page **only** and include in your application submission.

## DECLARATION

- I declare that the information I have provided is true and correct.
- The evidence to support my application for credit transfer has been certified by an authorised person.
- I understand that any qualification or statement of attainment provided as evidence to support this application will be required to be verified with the issuing RTO.
- I understand that I may be required to complete additional assessment to verify my competency.

<b>Signature</b>	<b>Date</b>
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## CREDIT TRANSFER DECISIONS

Seed Skills will advise you of the credit transfer decision in writing as soon as possible after your application and all relevant documentation have been received.

Credit transfer for 100% of a qualification is not permitted.

The decision of Seed Skills as to whether credit transfer will be awarded is final.