

Important Information:

Step 1: Find out what Credit Transfer are about and whether you may be eligible or not.

Step 2: Talk to our staff about your background, experience and previous qualifications to find out if you are possibly eligible for Credit Transfer for a unit of competency.

Step 3: If the answer is a possible yes, then you should complete this form. It must be completed in full and provided with all supporting evidence/s during submission.

Step 4: Upon submission, you may be interviewed by your assessor.

Step 5: Upon assessment of your application, you will be advised of the outcome in writing.

Step 6: If your application is granted, you will have an updated course and fees accordingly.

Notes to assist you to complete this application form:

- ✓ If you are applying for **CREDIT TRANSFER** only (for Students who have completed exact competencies as part of their previous qualification/s) please complete pages 1 & 2 only and attach achieved copies of qualifications / statements of competencies.

Student Details

Given Name/s			Surname		
Date of Birth			Gender	Male Female Other	
Nationality			Student Number		
Address	Street No.		Street Name		
	Suburb		Post Code	State	
Phone Number					
Email					
Country					

Credit Transfer

Previous Education Details		Credit Transfer Sought from PCS	Office Use	
UOC Code and Title	Year Completed	UOC Code and Title	Granted	Refused

Student Declaration

I declare that the information and supporting evidences provided by me to the best of my knowledge is accurate and truthful and can be used to verify and assess my Credit Transfer application.

Name	
Signature	
Date	

Office Use Only	
Number of Units Credited	
Updated Course Duration	
Approved By	
Signature	
Position	
Date	