

Application for Credit Transfer

The Australian Qualifications Framework (AQF) defines a Credit Transfer as a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

The purpose of this form is for participants undertaking national accredited training and/ or assessment processes with Aspire Performance Training (Aspire) to apply for a credit transfer based on previous studies.

Please return this completed form to your dedicated administrator.

Student Name	
Qualification	

Please provide details of previously completed units of competency.

Unit Code & Title	RTO Completed with	Year of Completion	Equivalent Unit Code & Title	Approved (Yes/No)

Evidence

Please submit evidence of completion (e.g., qualification, USI Transcript, academic record and/ or statements of attainment/s) with this application form.

Evidence has been submitted:	
Yes - <input type="checkbox"/>	No - <input type="checkbox"/>

Please note if you obtained your unit(s) over 24 months ago, you must also provide a copy of your resume to demonstrate how currency has been maintained aligned to the unit/s the application is being submitted for.

Resume Provided:		
Yes - <input type="checkbox"/>	No - <input type="checkbox"/>	Not Applicable - <input type="checkbox"/>

Verification – To be completed by Aspire

If a USI Transcript has NOT been provided, please complete the table below.

RTO Name	RTO Representative	Date Verified	Evidence saved to student file and aXcelerate

Skills Gaps

If any gaps have been identified as part of the credit transfer process, please provide details of how gaps will be address (if applicable).

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Declaration

The information provided in this form is true and accurate.

**Please ensure that signatures are handwritten or e-signatures. Typed 'signatures' including initials will not be accepted.*

Student/Trainee	
Name	
Position	
Signature	
Date	

Organisation Representative	
Name	
Position	
Signature	
Date	

Compliance Sign-Off – To be completed by Aspire

I confirm that the above information has been checked and verified for compliance, their enrolment has been accurately updated and all course fees have been adjusted accordingly.

RTO Representative	Date:
Full Name	
Position	
Signature	