Credit transfer application form

Please complete the relevant sections and attach supporting documents where required. Contact Elite Edge Training Academy if you need help completing this form.

Use this form to request credit for nationally recognised units you have already completed. Credit transfer does not attract an assessment fee. Evidence must be authentic and equivalent units must meet any licensing or regulatory requirements.

Student details

Full name	
Student ID, if enrolled	
Current qualification or course	
Email	
Telephone	

Units requested

Credit requested for unit	Previously completed unit	Issuing RTO and code	Year completed

Evidence attached

☐ Qualification

☐ Statement of attainment

☐ Record of results

☐ Authenticated USI VET transcript

☐ Other AQF certification document

Important: The RTO may verify documents through the USI transcript service, the issuing RTO or the National Register. If credit transfer cannot be granted, RPL or gap training may be discussed.

Declaration

I confirm that the documents supplied are genuine and relate to me. I authorise Elite Edge Training Academy to verify them through the USI transcript service, issuing organisation or National Register.

Name	
Signature	
Date	

Office use only

Application received	
Verified by	
Authentication method	☐ USI transcript ☐ Issuing RTO ☐ National Register ☐ Other
Packaging rules checked	☐ Yes
Licensing or regulatory restriction checked	☐Yes ☐ Not applicable

Unit requested	Equivalent unit verified	Outcome	Reason or alternative pathway

Student notified in writing	Date: _____
Appeal rights provided where credit was not granted	☐ Yes ☐ Not applicable
Student records and training plan updated	☐ Yes
Authorised officer and date	

Note: A complete qualification will not be issued solely through credit transfer where all training and assessment were completed with another RTO.

Document control

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Relevant requirement	Outcome Standard 1.7
Version	v1.1
Document owner	Chief Executive Officer
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