



# CREDIT TRANSFER FORM

This form is used to record and process applications for Credit Transfer (CT) only and apply to all JTI students who are requesting a credit transfer. Recognition of Prior Learning (RPL) is managed through a separate process and form. This form supports the JTI Quality Management System (QMS) Policies and Procedures and ensures compliance with ASQA Standards and the Skills First VET Funding Contract.

DATE:			
JTI CAMPUS:		STUDENT NO.	
STUDENT/CANDIDATE NAME:			
COURSE CODE & NAME			
EMAIL ADDRESS:		CONTACT NO:	

<b>Instruction:</b> Please provide all relevant information below. Any errors in the information you provide may lead to delay in processing your application.			<b>FOR OFFICE USE ONLY</b>
<b>INSTITUTION NAME &amp; COMPLETION DATE (MM/YYYY)</b>	<b>UNIT CODE</b>	<b>UNIT NAME</b>	<b>CREDIT APPROVED?</b>
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Supporting Documents (Provide Certified copy of the documents or Present original documents for verification):

- Qualification Certificate & Transcript
- USI Transcript
- Statement of Attainment

## STUDENT DECLARATION

I declare that the information provided in this form is true and correct. I have attached all necessary documents for this application. I understand that:

- Approved Credit Transfers may reduce my **funded hours** under the **Skills First Program** (for domestic students only).
- Credit Transfers may also impact my **course duration or visa conditions** (for international students only).

Student's Signature: \_\_\_\_\_



Date: \_\_\_\_\_

**FOR OFFICE USE****VERIFICATION OF QUALIFICATION AND DOCUMENTS**

The authenticity of the qualification/Statement of attainment verified with the institution?

 Yes  No

Comments: \_\_\_\_\_

The issues institute registration is verified through training.gov.au?  Yes  No

Comments: \_\_\_\_\_

Documents provided are certified copies of original/Original sited by JTI staff?  Yes  No**APPLICATION OUTCOME**Credit Transfer Approved?  Yes  NoCourse Duration Affected?  Yes  No (If yes, indicate the new dates below)

New Course Start Date: \_\_\_\_\_ New Course End Date: \_\_\_\_\_

Comments/Feedback: \_\_\_\_\_

Trainer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student notified of outcome on: \_\_\_\_/\_\_\_\_/\_\_\_\_  Email  Phone  In person**QA Department**1. The unit codes and names match exactly between the student's transcript and JTI qualification.  Yes  No2. Credit Transfers entered Vettrak and Moodle.  Yes  No

QA Officer Name: \_\_\_\_\_ Date: \_\_\_\_\_

QA Officer Signature: \_\_\_\_\_

**Record Retention**

All records related to Credit Transfer decisions, including verified evidence, will be retained for a minimum of 7 years in accordance with the Skills First VET Funding Contract, the Standards for RTOs 2015 and ESOS Act/ National Code 2018.