

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: | |

| Instruction: Please provide all relevant information below. Any errors in the information you provide may lead to delay in processing your application. | | | FOR OFFICE USE ONLY |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|----------------------------------------------------------|
| INSTITUTION NAME & COMPLETION DATE (MM/YYYY) | UNIT CODE | UNIT NAME | CREDIT APPROVED? |
| | | | <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 sighted by JTI staff? ☐ Yes ☐ No

APPLICATION OUTCOME

Credit Transfer Approved? ☐ Yes ☐ No

Course 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 ☐ No

2. 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.