

## CREDIT TRANSFER FORM

This form is only for those students who have completed any of the following unit of competencies from an accredited Registered Training Organisation or TAFE.

I am applying for Credit Transfer for the following unit of competency(s) (please tick):

Tick	UNIT CODE	UNIT TITLE
	BSBSMB404	Undertake small business planning
	BSBWOR501	Manage Personal Work Priorities and Professional Development
	BSBSMB301	Investigate Micro-business Opportunities
	FNSFLT401	Be Money Smart through a Career in Small Business

STUDENT DETAILS		
Title:	Family Name:	Given Name/s:
Address:	Street:	
	Suburb/Town:	State:                      Post Code:
Email Address:		Date of Birth:     /     / (dd/mm/yyyy)
Home Phone: (include area code)		Mobile Number:
Work Phone: (include area code)		Fax: (include area code)

List the Supporting Evidence below:

EVIDENCE/SUPPORTING DOCUMENTS ATTACHED (Testamurs)	Tick below
Certificate:	<input type="checkbox"/>
Statement of Attainment:	<input type="checkbox"/>

**DECLARATION**

1. I declare that the information provided by me on this form is to the best of my knowledge true and correct
2. I also understand and agree and consent that my personal information may be made available to Commonwealth and State agencies (e.g. ASQA, VRQA, DFEEST, DEST, DIAC) or their successors in connection with [insert RTO name] registration and/or compliance audits as required by legislation
3. I hereby declare that all details in this application are true and accurate
4. I understand that incomplete documentary evidence will not be processed
5. I do hereby certify that this application has been completed by me personally

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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

NOTE: Your application needs to include your *Certificate / Diploma* and *Statement of Attainment* that has been certified by an appropriate authority (pharmacist, judge, police person....). If the evidence is incomplete or not compliant you will be advised by the training manager. The Training Manager will review your application and contact you with written advice of the outcome within fourteen (14) business days of this application. If the Statement of Attainment or certificate/diploma is older than the current Training Package / accredited course, you may be required to map the old unit codes against the new codes to demonstrate that they are the same and that credit can be granted. In this instance you will need to discuss further with the Training Manager and receive a copy of the latest relevant units to map against. In the case that your application is not approved, you may wish to apply for RPL – refer to RPL policy for this process, fees apply.

<b>OFFICE USE ONLY</b>	
Application received by:	
Date application received:	
All evidence provided? [detail what is still required]	
Application approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No If Not Approved, state the reason why:
Signature of Training Manager:	Date: ____ / ____ / ____