Release of Information Form (Credit Transfer)

Overview

Credit Transfer is a process that recognises a students previously completed units of competency and grants credit towards a qualification where equivalence in learning outcomes and content has been demonstrated. If a student provides valid evidence showing that they have successfully completed a unit of competency at another Registered Training Organisation (RTO), Job Skills Training Academy will grant credit for the equivalent unit within the relevant qualification.

In some instances, regulatory or licensing or regulatory requirements may prevent a unit from being awarded through a credit process. Student wishing to apply for the Credit Transfer, must complete this application form, and attach verified copies of supporting documentation, such as, Certificate, and Academic Transcript, Statement of Attainment or USI Transcript). The completed form and supporting evidence should be emailed to admin@jobskillstrainingacademy.com for assessment.

1. Personal Details

Family name (Surname):		
Given name:		
Middle name:		
Email:	**Phone number**	
Address:		
Suburb :	**Post Code :**	**State:**
USI:		
Qualification / Skill Set:		

2. Details of Credit Transfer Request

Please list the qualification(s) and /or unit(s) of competency you are requesting Credit Transfer for.

Qualification /Unit Code & Title	Issuing RTO

((Attach a separate sheet if required.

3. Evidence Submitted

Please attach relevant evidence to support your application (tick all that apply).

☐ Statement of Attainment
☐ Qualification Certificate
☐ Academic Transcript
☐ USI Transcipt

☐ **Other Supporting Evidence (specify):** _____

All evidence must be certified.

4. Release of Information Authorisation

I authorise Job Skills Training Academy to contact the issuing RTO to verify the authenticity of my qualifications, Statements of Attainment, Record of Results, or any documents provided for Credit Transfer purposes. I understand this information is used solely to determine eligibility and will be handled confidentially in accordance with the Privacy Act 1988.

Student Signature: _____ Date: ____/ ____/ _____

5. Student Declaration

I declare that the information provided in this form is true and correct. I understand that withholding relevant information relating to my application may result in this application being rejected. I authorise Job Skills Training Academy to verify any qualifications, Statements of Attainment or transcripts I provide
Student Signature
Date

ADMINISTRATION USE ONLY

Assessment Outcome

Unit Code & Unit Title	**Credit Transfer Outcome (Approved / Not Approved**	**Reason (If not approved)**
Assessor's comments:		
Assessor Name	**Signature**	**Date**

Verification Checklist	**Yes**	**No**	**N/A**
All certified/verified documents are saved with this form.			
Verification of issuing organisation completed (checked RTO code and details on training.gov.au).			
Documentation verified by contacting the issuing organisation to confirm issuance of Certificate/Statement of Attainment and unit details. (Written confirmation).			
Equivalent Unit confirmed			
Completed units mapped to the enrolled qualification/course.			
Student has been informed of application outcome.			
Credit Transfer outcome recorded in the Student File			
Additional notes/comments (if applicable):			

Staff Member	Verification Completed	Outcome
	Date: _____/ _____/ _____	☐ Approved ☐ Not Approved ☐More Evidence Required