

Credit Transfer Application (VET)



STUDENT TO COMPLETE

Instructions:

- Credit transfers will only be considered for students seeking to enrol with TAFE Queensland
- No application is usually required if previous study was completed with TAFE Queensland as these will be automatically recorded on your student record. Speak to Customer Services to determine if an application is required.
- This application (and supporting documentation) must be submitted with your Application for Admission for the course in which you are seeking credit transfer. Your supporting documentation must indicate your previous training provider's details to enable authentication by TAFE Queensland.
- If the units you are seeking credit are electives, only the required number of electives will be eligible for credit.
- 100% credit transfer is **not** permitted (except for apprentices/trainees under the User Choice Policy).
- TAFE Queensland will not recognise credit where credit transfer was granted by your previous training provider or where credit is sought without an enrolment with TAFE Queensland.
- You will be advised of the outcome of your credit transfer application prior to the Census date (*VSL students only*).

Please attach copy/ies of your supporting documentation – Statement of Attainment/USI transcript or other official academic record. If you have lost/misplaced your supporting documentation or the training provider has ceased operation, you may request a copy via the [USI Register](#) or the [ASQA website](#).

Tick both of these boxes for your application to be processed:

- I hereby certify that the information and supporting documentation I have supplied is true and correct.
- By submitting this application I authorise TAFE Queensland to authenticate my supporting documentation/results.

Tick one of these below:

- I understand TAFE Queensland will contact the training provider where I completed my previous study to verify my study before assessing my application (where required). I hereby give permission for TAFE Queensland to be provided my results to allow assessment of this application.

OR

- I have studied in or after 2015, and have given TAFE Queensland permission to view my study directly via the USI Register. Please use RTO Code (0275) and RTO Name (TAFE Queensland) when recording your permission. See link: <https://www.usi.gov.au/students/create-your-usi/give-your-usi-your-training-organisation>. If TAFE Queensland cannot access my information via the USI Register, I have authorised (above) TAFE Queensland to contact the training provider directly to authenticate my results.

Signature:		Date:	/ / 20
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TAFE Queensland Student ID:								Unique Student Number (USI) To be supplied if TAFE Queensland is to verify your documents through the USI Register							
Family Name:								Given Name/s:				Date of Birth			
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Email:								Mobile:							
Postal Address:								Post Code:							
Qualification details you are requesting credit to be recorded for (must be the course you are currently seeking admission with TAFE Queensland):															
Qualification Code:				Qualification Name:											

