Credit Transfer Application form

Section 1 – Student Details				
Student Name:		**Student ID.:**		
Course Code				
Course Name:				
Assessor Name:		**Date:**	☐ / /	

Section 2 – Application and Declaration

Student:

☐ I wish to apply for credit transfer for the units of competency/modules listed below.

☐ I have attached original copy of certification documentation from another RTO.

☐ I declare that certification documentation supplied is legitimate, true and correct.

☐ I understand that the Assessor will verify my certification documentation for validity.

Student Signature:		**Date:**	/ /

Note : Exceed Ventures T/A Melbourne Tardes Collège may decide to reject an application from

submitted by the student in the event that the VET transcripts issued by the registrar cannot be

authenticated.

Office Use only

Section 3 – Units /Modules Outcome

(Please ensure that certified supporting documents such as Statement of Attainment/Result or Official

Transcripts are attached with this application)

Credit Transfer Application form

Unit Code	Unit Name	Assessor Only			
		Evidence supplied	Evidence Verified	Assessment Outcome	Assessor Initial
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
	ADD MORE ROWS IF REQUIRED				

Section 4 – Assessor Judgement and Declaration

☐ I declare that I have verified certification documentation and the documents supplied by the student for Melbourne Trades College are legitimate, true and correct.

Application Approved: ☐ Yes.   ☐ No

Assessor Signature:		Date:	/ /

Admin Use Only

SMS Updated:	☐ Yes	☐ No	Date:	/ /	Initial:	
Student file updated:	☐ Yes	☐ No	Date:	/ /	Initial:	