

## **Instructions:**

In line with our regulatory guidelines, InterCare will accept the credentials issued by another RTO. The credential may be a Statement of Attainment for specific modules or units of competency, or it may be a complete qualification.

A Credit Transfer applies where the unit code is identical or equivalent to the unit being credited. Please allow 5 – 10 business days for your request to be processed. You will be notified via email/phone of the outcome of your application and further steps (where applicable).

At the time of application, you must either:

- (a) be enrolled with InterCare Training OR
- (b) submit this form along with your Pre-Training Review and Enrolment form.

You need to complete Sections A, B and C in full, and submit the required evidence of your studies, in order for the Application to be processed.

Please email the completed form to [online@intercaretraining.com.au](mailto:online@intercaretraining.com.au)

## **SECTION A: STUDENT DETAILS**

<b>Student Name:</b>			
<b>Student ID (if known):</b>			
<b>State</b>			
<b>Qualification / Course Code and Title:</b>			
<b>I am applying for:</b>	<input type="checkbox"/> Credit Transfer (CT)		
<b>Student Signature</b>		<b>Date</b>	

## **SECTION B1: APPLICATION FOR CREDIT TRANSFER**

Credit Transfer recognises your previously **completed** studies, which may allow for entry into a qualification and/or provide credit towards the qualification.

You will need to submit the following documents with this application:

- A certified copy of your Statement of Attainment OR
- An electronic copy of your USI Transcript OR
- An electronic copy of your Transcript (Certificate or Statement of Attainment)

**SECTION B2: CONSENT TO VERIFY ACADEMIC QUALIFICATION**

It is a regulatory requirement to verify the above-mentioned transcript with the issuing Education Institution (RTO or University). Kindly provide us with your consent to contact them, by completing this section below:

I, \_\_\_\_\_, hereby consent to Integrated Training Solutions Pty Ltd (Aust) T/A InterCare Training to use my personal details to conduct or procure the conduct of a Qualification Check for Credit Transfer.

<b>Given Name</b>	
<b>Middle Name</b>	
<b>Family Name</b>	
<b>Birth date (DD/MM/YYYY)</b>	
<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate <input type="checkbox"/> Not specified
<b>Issuing RTO / University Name</b>	
<b>Issuing RTO / University contact Number</b>	
<b>Name of Qualification or Course</b>	
<b>Graduation date / Issuance of Testamur date</b>	
<b>Your full name as shown on the Testamur</b>	
<b>Student ID (if applicable)</b>	
<b>Signature</b>	
<b>Date</b>	

**SECTION C: UNIT(S) OF COMPETENCY YOU ARE APPLYING CREDIT TRANSFER (CT)**

STUDENT TO COMPLETE			FOR OFFICE USE ONLY:		
No.	Unit Code	Unit title	Supporting Evidence	CT Granted	
<i>EXAMPLE:</i>	<i>HLTAID011</i>	<i>Apply First Aid</i>	<i>Current Statement of Attainment</i>	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
1				<input type="checkbox"/> Yes	<input type="checkbox"/> No
2				<input type="checkbox"/> Yes	<input type="checkbox"/> No
3				<input type="checkbox"/> Yes	<input type="checkbox"/> No
4				<input type="checkbox"/> Yes	<input type="checkbox"/> No
5				<input type="checkbox"/> Yes	<input type="checkbox"/> No
6				<input type="checkbox"/> Yes	<input type="checkbox"/> No
7				<input type="checkbox"/> Yes	<input type="checkbox"/> No
8				<input type="checkbox"/> Yes	<input type="checkbox"/> No
9				<input type="checkbox"/> Yes	<input type="checkbox"/> No
10				<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**FOR OFFICE USE ONLY:**

**Verification of Statement of Attainment (SOA) (if applicable)**

It is necessary to verify that a student has provided a genuine credential. This can be confirmed using any one of the following methods Please indicate which one was used:

- Request a USI Transcript from the student – attach the transcript to this application and upload to VT docs
- QLD – use DETConnect to check training records – save and attach the report to this application and upload to VT docs.
- Receive a certified copy of the SOA and contact the issuing RTO requesting validation of SOA – attach the response to this application and upload to VT docs.

- Where a certificate has a QR code, scan the code to validate the certificate. Take a photo of the validation and upload it to VT docs together with this application.

**Verified By:**

- Administration Team during enrolment
- Training Team for application after commencement

**APPROVAL (BY MANAGER)**

**Application Review Outcome:**

- Approved:
  - The current unit(s) of competency of the qualification is the same as the unit(s) listed above.
  - The unit of competency is superseded, and it is equivalent. I have compared and established the equivalency.
  
- Not Approved:
  - The unit(s) of competency is non-equivalent. No further evidence is required.

<b>Additional Comments:</b>			
<b>Approved by:</b>	<input type="checkbox"/> National RTO Services Manager <input type="checkbox"/> National Training Manager, OR <input type="checkbox"/> Integrity Manager		
<input type="checkbox"/> I have communicated the outcome to the student and have advised them of the next steps. <input type="checkbox"/> I have communicated the outcome to the administration team for recording purposes. <input type="checkbox"/> I have saved the evidence on VT docs (this document, the certificate and the verification where applicable)			
<b>Signature:</b>		<b>Date:</b>	