PROJECT:

HOST SAFETY AND TRAINING RTO 40772

DOCUMENT No:

HOST-TRN-FRM-006

DOCUMENT TITLE:

Credit Transfer Application Form

REVISION	DATE	DESCRIPTION OF REVISION	ORIGINATOR	CHECKED	APPROVED
2	04.09.2026	Revised. Issued for Use	M. Harding	I. Clover	C. Coupland
1	17.07.2024	Issued for Use	M. Harding	C. Coupland	J. Keogh
0A	17.07.2024	Issued for Review	M. Harding	C. Coupland	J. Keogh
0	05.03.2022	Created	M. Harding		J. Keogh

CREDIT TRANSFER APPLICATION FORM

1. Please refer to the Student Handbook for information about the Credit Transfer (CT) process.
2. If you require assistance completing this form, please contact the Training Administrator.
3. Complete this form to apply for Credit Transfer for previously completed units of competency.
4. Attach supporting evidence, including:
    - A Statement of Attainment (SoA) and/or qualification certificate with its transcript; and
    - A USI Transcript with the verification QR code
5. Credit Transfer may be granted where the RTO determines that the previously completed unit is equivalent or sufficiently equivalent to the current unit of competency included in the student's course or qualification.
6. All submitted training records and transcripts must be verified for authenticity before Credit Transfer is approved.
7. Where required, the RTO may contact the issuing RTO to verify the authenticity and validity of the training record.
8. Credit Transfer will only be recorded once the required evidence has been reviewed, verified and approved by an authorised person.
9. The RTO will retain the application, supporting evidence, verification records and outcome in accordance with its recordkeeping requirements.

STUDENT DETAILS

Given Names, Surname / Family Name: _____

INFORMATION RELATED TO QUALIFICATION/TRAINING PRODUCT THE UNITS BELONGS TO

Full Qualification Code & Name: _____

CREDIT TRANSFER DETAILS

(Attach the USI Transcript with verification QR code, showing all units being claimed for Credit Transfer)

Unit Code	Unit Name	Date Completed DD/MM/YY	Granted (Y/N)	Approval Date

STUDENT DECLARATION

I declare that the information on this form is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant documentation relating to my application, including academic transcript/s, might invalidate my application and that HOST Safety and Training RTO may withdraw this application.

I have read the Parabellum International Training RTO statement on privacy and the purposes for which my personal information will be used.

Student Name _____

Signature _____Date_____

FOR OFFICE USE ONLY

Name of staff member processing application _____

Date received _____

REASONS CREDIT TRANSFER WAS NOT GRANTED

☐ Evidence not provided
☐ USI Transcript not provided
☐ USI Transcript could not be verified
☐ Statement of Attainment could not be verified
☐ Unit of competency is not equivalent to the current unit
☐ Unit of competency is not sufficiently equivalent to the current unit
☐ Unit was not completed
☐ Evidence was unable to be authenticated with the issuing RTO
☐ Unit does not contribute to the qualification/course in which the student is enrolled
☐ Other: _____

Certificate verified with issuing RTO	☐ Yes	☐ No
Certificate verified via USI Transcript with permission given by student VIA usi.gov.au	☐ Yes	☐ No
Student advised of outcome	☐ Yes	☐ No
Updated in aXcelerate if approved	☐ Yes	☐ No
Sent to authorised person for final approval	☐ Yes	☐ No

Training Operations Coordinator / Compliance Manager Signature: _____

Date: _____