

**Credit transfer application form**

Course code (if applicable).....

Course name .....

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Qantas Staff ID: \_\_\_\_\_

Participant No: \_\_\_\_\_

Department: \_\_\_\_\_

Location: \_\_\_\_\_

Postal address: \_\_\_\_\_

Contact Phone Numbers: \_\_\_\_\_ Mobile \_\_\_\_\_

Email address: \_\_\_\_\_

Credit transfer applies to situations where participants have completed a previous course which results in a unit or units of competency identical to those in which you are currently enrolled or intending to enrol. You may have completed the course at a TAFE College, University, or another Registered Training Organisation. Credit will be granted in accordance with the Mutual Recognition Policy and guidelines

Name of institution/RTO organisation where you undertook the course or acquired the competencies .....

Name of qualification or competencies .....

*(attach a verified photocopy of the relevant Qualification or Statement of Attainment) \**

Competencies applied for:

Competency Code	Competency Title

**Privacy Statement**

Personal information is collected solely for the purpose of our operations as a Registered Training Organisation under the Australian Quality Training Framework administered by the Victorian Government who are the RTO registering authority. The requirements of the registering authority may require the release of your personal information for the purposes of an RTO audit.

Applicant's name: (Please print clearly) .....

Applicant's signature ..... Date .....

*Office Use Only:*

Competency based on Credit Transfer has been granted for the following Units:

Competency Code	Competency Title

Assessor Signature ..... Date .....

Approver Signature (Qantas College) ..... Date .....

*\* Verified copies are copies signed and dated by an authorised person verifying that they have seen the original document. The copied document is to contain the words "I have sighted the original document and verify that this is a true copy of the document sighted by me"; (signature) and date, and identifier details of the signatory (eg name, position, address and/or telephone no. of the signatory). If you have changed your name from that on the document, you will also need to supply a certified copy of the name change evidence (eg marriage certificate).*

*The following parties can certify and sign the copy:*

- an registered accountant*
- a bank manager, but not a manager of a bank travel centre*
- a barrister, solicitor or patent attorney*
- a credit union branch manager*
- a commissioner for declarations*
- a Justice of the Peace*
- a medical practitioner*
- a police officer in charge of a police station, or of the rank of sergeant and above*
- a postal manager*
- a pharmacist*
- a principal of an Australian secondary college, high school or primary school.*

*Documents may also be certified by an authorised officer of Qantas College.*