

Credit Transfer Form



What is a Credit Transfer?

Credit Transfer is a process that provides students credit outcomes for Units of Competency (UoC) that they may have completed previously through another training organisation. You will need to provide the AILC with a true copy of transcripts for any previous VET training you may have undertaken.

How do you apply?

To apply for a Credit Transfer you will need to complete the document and attach any evidence that will assist in your application (i.e. academic transcripts, statement of attainments). When your application has been processed, you will be notified by the Education Team.

How much does it cost?

There is no fee for a Credit Transfer.

How to return your completed application?

Once you have completed your portfolio, scan and email or put everything in an envelope and send it to:

Post: Administration
PO Box 186
CURTIN ACT 2605

Email: enquiries@ailc.org.au

Details of applicant:

Full Name:	
Course:	
RTO and RTO Code:	Australian Indigenous Leadership Centre (RTO Code: 88105)
Date of Birth:	
USI:	
Address:	
Email:	
Phone:	

Units of Competency that you are seeking a Credit Transfer for:

Please refer to our website, www.ailc.org.au for a complete list of units in our courses.

Unit Code	Unit Name	Training Organisation	Year achieved
E.g. CHCCS211B	Work in the community sector	CIT	2002

Attached documentation:

Please list any documentation that will assist in your application. Ensure you attach all relevant documentation to the end.

Name of document	No. of pages

I declare that the information contained in this application is true and correct and that any documents provided are genuine.

Applicant signature: _____ Date: ____ / ____ / _____

Version	Created	Reviewed & Changes	By whom
1	2016	Created: 21/11/2016 The Credit transfer was originally part of the RPL document. We have decided to create a separate form.	Alinta Batten