

# 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 certified copy of transcripts for any previous VET training you may have undertaken, that is relevant.

## 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](mailto:enquiries@ailc.org.au)

## Details of applicant:

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

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

Please refer to our website, [www.ailc.org.au](http://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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_