

Credit Transfer Application Form

Student Name:	
Location:	
Contact Number:	
Applicant information <i>Credit transfer is the formal recognition of learning outcomes previously achieved through another Registered Training Organisation (RTO). In accordance with national standards, Sydney City College of Management (SCCM) accepts all qualifications and Statements of Attainment issued by any RTO. Students currently enrolled at SCCM may apply for credit transfer, provided the units of competency are within SCCM's scope of registration. Applications may be submitted at any time, though students are encouraged to apply before commencing training. A credit transfer fee will be applied—please refer to the SCCM Fees and Charges Policy for details. Credit transfer is only awarded for whole units of competency and requires the student to be enrolled in at least one other unit. To apply, students must submit a completed Credit Transfer Application Form, a certified copy of the relevant qualification or Statement of Attainment, and a Student Enrolment Form.</i>	
Course title of current or intended enrolment:	
Institution where previous training relevant to this application was conducted:	
On what basis is national recognition is claimed?	

Units Applied for Credit Transfer

Unit Code	Unit Title

Student Declaration			
I declare that all information provided by me in this form, including supporting documentation is true and correct.			
Student Signature		Date	

Office Use Only

National Recognition Sought			
Unit Code	Unit Title	Approved	
		☐ Yes	☐ No
		☐ Yes	☐ No
		☐ Yes	☐ No
		☐ Yes	☐ No
		☐ Yes	☐ No
		☐ Yes	☐ No
Provide a Summary of how the evidence submitted for the credit transfer application was authenticated			
Assessor Name			
Assessor Signature		Date	