

Credit Transfer Form



A Credit Transfer is the **SAME** or **EQUIVALENT** (as stated in Curriculum or Training Package documentation) module/competency which has been successfully completed at another Registered Training Organisation. Contact the FCIA Training Academy (info@fciatrainingacademy.org.au) for information on Recognition of Prior Learning (RPL)

Instructions to Applicant

1. Complete this form and forward to the Admin Compliance Manager
2. Attach all supporting documentary evidence of units of competencies passed
3. Evidence of qualifications ie Certified copy of certificate, USI Transcript
4. You will be notified of the outcome of your application

Last Name				Given Names			
Address				Suburb		State and Postcode	
Course Enrolled in	Code		Course Name				
Evidence Supplied	☐ Certified copy of Certificate ☐ USI Transcript			Applicant Signature		Date	

Office Use Only							
List unit/s details of competencies already gained				List unit/s CT is being sought			
Unit Code	Unit Name	Institution	Year	Unit Code	Unit Title	Yes/No	Date
Office Use Only				VETtrak Completion		Note funding may be affected. Student fee will need to be revised and sent to student/employer	
Approved by	Name	Signature	Date	Evidence Supplied	Date Entry Completed		