



Credit Transfer Form

Please Do Not Return this page with your application.

Credit Transfer involves assessing a previously completed qualification or, accredited course or unit to see if it provides equivalent learning or competency outcomes to those required within the students' current course of study. It is based on agreements between institutions or organisations as to the credit value to be given for specific units of competency and learning outcomes within a course or qualification.

AIBT's National Recognition Policy is to recognise students' AQF qualifications and statements of attainment issued by any other Australian Registered Training Organisation (RTO) including TAFE. Documented evidence in the form of a notated copy of a certificate, statement etc is required from the participant for AIBT to commence with verification procedures. This means that each copy **must** be certified to be a true copy and bear an original signature:

- by an authorised signatory of the Institution or RTO that issued the qualification or statement of attainment;
or
- by a Justice of the Peace;
or
- other person duly authorised to certify passports and statutory declarations;
or,
- by an AIBT staff member who has been provided with both the original and the copy.

Where a students' evidence is more than 5 years old, AIBT may determine to consider status under Recognition of Prior Learning (RPL).

Completing the Form

Please complete all details for all items **excepting Item 7**.

Documentation Checklist

Use this Checklist to make sure you have supplied ALL the relevant documentation. If you do not supply **ALL** the relevant documentation, your application may be returned to you.

- Certified copy of Qualification or Statement of Attainment;
- Certified copy of Official Academic Records;
- Course outlines - if available, which include: topics covered, duration of the course, contact hours, methods and duration of assessment, textbooks used;
- Contact information for the Institute or RTO which issued the Qualification Parchment or Statement of Attainment.

Submitting your application

Directly send the application and required certified documents to:

Adelaide Institute of Business and Technology
Level 5, 127 Rundle Mall,
Adelaide SA 5000

Or post the application and required certified documents to:

Adelaide Institute of Business and Technology
PO BOX 3332
Rundle Mall,
Adelaide SA 5000





Credit Transfer Form

Please write clearly in Capital Letters

1. PERSONAL DETAILS			
NAME			
ADDRESS			
SUBURB			POSTCODE:
PHONE NUMBER	MOBILE PHONE NO:		
EMAIL	DATE OF BIRTH:		
2. PARENT/GUARDIAN (If Applicant is less than 18 years of age)			
NAME			
ADDRESS			
SUBURB			POSTCODE:
PHONE NUMBER	EMAIL:		
MOBILE PHONE NO.	FAX NO:		
3. DETAILS OF QUALIFICATION / COURSE CREDIT IS TO BE APPLIED TO			
COURSE TITLE			COURSE CODE:
COMMENCEMENT DATE	COMPLETION DATE:		
4. DETAILS OF QUALIFICATION / UNIT(S) CREDIT IS BEING APPLIED FOR <i>When applying for credit, please attach documentary evidence of your previous study.</i>			
COURSE TITLE			
COURSE CODE			COMMENCEMENT DATE:
INSTITUTION/RTO			
ADDRESS			
SUBURB			POSTCODE:
CONTACT PERSON			
TELEPHONE NO.	EMAIL:		
FACSIMILE			
5. SPECIFIED CREDIT			
QUALIFICATION /UNIT TITLE & CODE	ASSESSING OFFICER USE ONLY		
	APPROVED	SIGNATURE & COMMENTS	



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6. DECLARATION

I declare that to the best of my knowledge the information supplied is correct and complete and I declare that the official academic records provided are a true record of my academic results. I acknowledge that incomplete information may result in the application being returned to me.

SIGNED:

DATED: / /

PARENT SIGNATURE IF UNDER 18 YEARS OF AGE:

DATED: / /

7. OFFICE USE ONLY

RECOMMENDATION	ACTION
NAME:	NAME:
POSITION:	POSITION:
SIGNATURE:	SIGNATURE:
DATE:	DATE: