

Important Information:

What is Credit Transfer?

Credit Transfer recognises formal education that you have previously undertaken. If you have successfully completed a superseded unit that has been deemed equivalent and you can demonstrate currency, North Metro TAFE will recognise the unit and credit it to your current studies.

Do I have to pay a fee to apply for credit transfer?

There is no charge for processing a Credit Transfer application.

What evidence is required?

Students will need to provide copies of their academic records and grant permission for North Metro TAFE to access their USI records.

I give permission for North Metropolitan TAFE to view my previous academic record and have updated the USI portal to enable this

I have attached copies of my academic records

Personal Details:

First name:		Surname:		Student ID:	
Date of Birth:		Email address:			
Street Address:				Suburb:	
Postcode:		State:		Contact Number:	
Emergency Contact:					
USI Number:					

Current Studies:

National Code: _____ State Code: _____ Qualification Title (In Full): _____

Credit Applied for:

Verified copies of all academic records must be attached to this application form.

CREDIT APPLIED FOR: (COMPLETE details must be entered)			SUPERSEDED UNIT			(Office Use) APPROVED	
National Code	State Code	Unit of Competency	National Code	State Code	Unit of Competency	Yes/No	Assessed By

If a refund is applicable the applicant must request this from Client Services. Any reduction in enrolled study hours may affect Centrelink and other study allowances.

Applicant Signature: _____ Date: _____

Assessor Name: _____ Signature: _____ Date: _____

Office Use:

Assessor:				
Training Type:	Apprentice	Trainee	Pre-Apprentice	Other
Assessor to email completed application form to credittrans@nmtafe.wa.edu.au				
Client Services:				
Authenticity of records verified				
Client Services Officer Name:	_____	Signature:	_____	Date: _____