

Credit Transfer Application Form

Overview

Credit Transfer is a process that provides students with credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes from previous studies. Where a student provides suitable evidence that they have successfully completed a unit of competency at any RTO, Gateway Training Academy provides credit for that unit.

In some cases, licensing or regulatory requirements may prevent a unit being awarded through a credit process. If you would like to apply for Credit Transfer, please complete this form, attach a verified copy of your qualification (Certificate and Transcript, Statement of Attainment or USI Transcript), and email it to enrol@gatewayacademy.edu.au

Contact: Gateway Training Academy

Phone: 1300 881 932

Email: enrol@gatewayacademy.edu.au

Application for Credit Transfer

Personal Details					
Given Name		Preferred Name			
Family Name					
Email		Phone Number			
Address					
Suburb		Post Code		State	
USI					
Qualification/Skill Set					

Completed Units of Competency

Please attach a verified copy of your Certificate & Transcript of Results, Statement of Attainment or USI Transcript to this form.

Unit Code	Unit Title

Student Declaration

The information I have provided in this form is true and correct.

I understand that withholding relevant information relating to my application may result in this application being rejected. I authorise Gateway Training Academy to verify any qualifications, Statements of Attainment or transcripts I provide.

Student Signature

Date

If you have been granted / approved Credit Transfers for units with associated fees, and you have already paid for these units, please complete the details below so that we can arrange a refund:

Bank Details	
Financial institution name	
Name on account	
BSB number (6 digits)	
Account number	
Student Authorisation	
I hereby authorise payment of my reimbursement funds to the account nominated above	
Student Signature	
Date (Day/Month/Year)	

ADMINISTRATION USE ONLY

Administration Confirmation			
All certified/verified documents are saved with this form.	Yes ☐	No ☐	N/A ☐
Verification of issuing organisation completed (checked RTO code and details on training.gov.au).	Yes ☐	No ☐	N/A ☐
Documentation verified by contacting the issuing organisation to confirm issuance of Certificate/Statement of Attainment and unit details. (Written confirmation).	Yes ☐	No ☐	N/A ☐
Completed Units of Competency mapped to the enrolled qualification/course.	Yes ☐	No ☐	N/A ☐
The student has been informed of application outcome.	Yes ☐	No ☐	N/A ☐
Credit Transfer/s recorded in the Student Management System (SMS).	Yes ☐	No ☐	N/A ☐
Trainer notified to adjust/customise training accordingly.	Yes ☐	No ☐	N/A ☐
Units invoiced at \$0 where Credit Transfer has been applied.	Yes ☐	No ☐	N/A ☐
Refund processed if fees had already been paid for credited units.	Yes ☐	No ☐	N/A ☐
Additional Notes/Comments (if applicable)			

Approved Units of Competency - Only list Units of Competency approved for Credit Transfer	
Unit Code	Unit Title

Staff Name	
Staff Signature	
Date	