

CREDIT TRANSFER INFORMATION

Credit Transfer

Credit transfer recognises previously completed formal training and/or qualifications. You may be eligible for credit transfer if you have successfully completed any identical or equivalent units of competency, in the course in which you are enrolling. Documented evidence must accompany all credit transfer applications.

How to Apply for a Credit Transfer

If you wish to apply for a credit transfer you must complete this application form and return it to My Flex Training Student Administration, along with the evidence to support your application.

Documented Evidence

Applications for credit transfer will be assessed on the evidence supplied. You must provide certified copies of qualifications, statements of attainment and /or transcripts of results. Do not send original documents. A photocopy of an original document can be certified (signed and dated) as a true copy of the original document by an authorised person (i.e. Justice of the Peace, police officer, doctor, accountant, school principal, bank manager etc.). This person must sight both the original and the photocopy. You may be asked to show the original documents at a later stage. If you cannot

You can also use your USI account to access and download your nationally recognised vocational education and training (VET) record transcript and submit with your application. This method can be the easiest and quickest method as there is no delay waiting for a verification from another Registered Training Organisation. Alternatively, you can choose to set permission for My Flex Training to view your VET transcript from within your USI account. Please see this link for instructions <https://www.usi.gov.au/transcripts/info-for-students>

Outcome of Application

You will be notified in writing of the outcome of your application. If a credit is granted, it will be recorded on your academic record. If a credit is not granted, you may need to enrol in the relevant unit/s and pay the required enrolment fee.

Form Submission

Email: trainingadmin@myflexhealth.com.au

In Person: Student Administration: 97 Edward Street, Perth 6000

Enquires: 08 9427 7518

Application for Credit Transfer Form

CRDEIT TRANSFER APPLICATION FORM

My Flex Training recognises qualifications and statements of attainment issued by Registered Training Organisations under the Australian Qualifications Framework. When submitting this application, students must supply certified copies of Statements of Attainment or Qualifications and Transcripts to support credit for Units of Competency already gained.

APPLICANT DETAILS

First Name	
Surname	
Date of Birth	
Email	
Phone Number	

CREDIT TRANSFER REQUEST

Unit Code	Unit Name	Institution Name	Year Studied	Office Use Only Approval (Y or N)

Application for Credit Transfer Form

APPLICANT DECLARATION

- The information I have provided in this form is correct and complete. I understand that withholding relevant information relating to my application, including academic transcript/s, may result in this application being rejected.
- I have attached to this application supporting certified copies of Qualification(s), Transcript(s) or Statement(s) of Attainment. I understand that My Flex Training will verify these certificates with the issuing Registered Training Organisation.
- I authorise My Flex Training to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. I understand that My Flex Training is not responsible if an educational body or institution does not verify these records.

APPLICANT NAME:

APPLICANT SIGNATURE:

DATE:

CREDIT TRANSFER APPROVAL OFFICE USE ONLY

Total Units Applied	
Total units Granted	
Qual/SOA certification has been verified as true/accurate with the Issuing Provider or USI Academic Transcript	<input type="checkbox"/> Yes <input type="checkbox"/> No
Evidence submitted satisfactory	<input type="checkbox"/> Yes <input type="checkbox"/> No
Compliance Officer Name:	
Compliance Officer Signature:	
Student notified of Credit Transfer Application Outcome	<input type="checkbox"/> Yes <input type="checkbox"/> No
Credit Transfers applied to Student Management System	<input type="checkbox"/> Yes <input type="checkbox"/> No