



Application for Credit Transfer

Student Number: _____

First Name : _____

Family Name: _____

Email : _____

Course Name: _____

Telephone Number: _____

Information and Instructions

ACM recognises qualifications issued under the Australian Qualifications Framework and Statements of Attainment issued by other Registered Training Organisations. To be considered for credit transfers (national recognition), you must complete this application form and submit it along with relevant statements of attainment. You must allow ten working days for your application for credit transfer (national recognition) to be processed.

From which RTO(s) do you have a statement of attainment? _____

For which ACM program are you applying for credit transfers? _____

You must complete the table below, providing information about units of competency for which you wish to apply for credit transfer.

Unit Code	Unit Name	ACM TO COMPLETE		
		Signature of authorised staff member		
		Recommended (signature)	Yes	No

Your signature: _____

Date: _____

(Sign here when you submit your application)

PLEASE ENSURE THAT DOCUMENTATION SUPPORTING YOUR APPLICATION IS ATTACHED



This section to be completed by ACM:

You have been provided with credit transfers for the following units of competency:

Signature (RTO Manager) _____

Date: _____

Sign here to acknowledge that you have received advice about the outcome of your application for credit transfer, and that you understand and accept the outcome of your application for credit transfer. You must sign here only after your application has been processed).

Your signature: _____

Date: _____

Please note: You may appeal against the credit transfer decision. If you wish to appeal, you must do so in writing, within twenty working days of this notification. Please refer to the complaints and appeals policy and procedures in the Student Handbook.