

# Credit Transfer and Verification Consent Form

## Student information

- Credit transfer applications are open to any currently enrolled student and there are no fees for credit transfer.
- Credit transfer may only be awarded for whole units of competency.
- Please attach legible copies of the Statement of Attainment which are being used for Credit Transfer to the to use. Students can also provide a copy of their USI Transcript.
- The information requested by Benchmark College will be used for the purposes of general record administration, identification, communication and state and national reporting, program monitoring and evaluation.
- The Credit Transfer Application to be submitted to a Benchmark College Staff member or sent via email to: [info@benchmark.edu.au](mailto:info@benchmark.edu.au)
- The Student will be contacted within 30 calendar days about the credit transfer application and informed of the outcome.

## To be completed by the student (Please complete all sections and questions)

Course name			
First Name:		Surname:	
Contact number			
Qualification/transcript to be verified:	Code:		
	Name:		
Training Provider name and RTO code (e.g. The RTO who issued the qualification or Statement of Attainment)	RTO Code:		
	Name:		
Training Provider Email Address:			
Training Provider Contact Number:			
<b>Declaration</b> <ul style="list-style-type: none"> <li>• I confirm that the information I have provided is true and correct; and</li> <li>• I understand that my credit transfer application is not guaranteed; and</li> <li>• I give consent for Benchmark College to verify and authenticate the attached Transcript and/or Statement of attainment with the issuing Registered Training Organisation.</li> </ul>			
Student's Signature:		Application Date:	

# Verification Consent and Credit Transfer Form

To be completed by the student

Current Enrolment Details				
Qualification Code		Qualification Name		
Credit Transfer – Unit details			Office Use Only	
*copies of previous certificates/transcripts MUST be attached*				
List the unit/s previously completed, which credit transfer is being sought.			Current enrolment	
Unit Code	Unit of Competency Name	Date completed	Existing unit (✓)	New unit (✓)

Office Use Only		Date	Initial
Qualification/Transcript, Statement of Attainment verification obtained and supporting evidence attached to this form.			
Qualification/Transcript/Statement of Attainment unable to be authenticated – List action/s taken:			
Application Approved		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Credit Transfer application outcome sent to the Trainer and Student.			
The student's Training Plan is updated, and copies provided to the Student, Trainer and Employer (if applicable).			