

Application

Students can only apply for Credit Transfers prior the course commencement date.

The Credit Transfer policy and procedures contained in the student handbook and can be found on <https://www.divtec.edu.au/about-us/policies-forms>.

The student indicates during their enrolment and/or Pre-Training Review to apply for Credit Transfer and decides which units of competency they will apply for.

This can be via the following:

- Online enrolment process
- Phone call request and documentation sent via email, or
- Using the Credit Transfer Application form on <https://www.divtec.edu.au/about-us/policies-forms>

The student must submit the following documents:

- An authenticated USI VET Transcript with QR Code
 - An authenticated VET transcript collates an individual's VET training outcomes undertaken since 1 January 2015 into a single record. Anyone who has undertaken nationally recognised training since 2015 can access their VET transcript via their USI account. This PDF document can then be downloaded and shared with third parties, via email or hard copy, to verify your records online (for more information see <https://www.usi.gov.au/transcripts>).
 - Students can access their VET transcript via their USI account <https://portal.usi.gov.au/student/Usi/Forgotten/Success>
 - Or by providing permission to view your USI Transcripts. Students can give account permission to DIVTEC Training and Further Education RTO ID:45098 by accessing their USI account <https://www.usi.gov.au/students> and using the "Set up access to your USI Account/Permission" function.
 - Or a hard copy of:
 - Qualification Testamur and an Official Academic Transcript* with final grades
 - Statement of Attainment*

*(*All Documents must be originals or true copies. Copies must bear an original signature and is a true copy of the original. Students must give consent for DIVTEC to contact the organisation that delivered the training to confirm the authenticity of credentials presented)*

If the student's previous study was at DIVTEC Training and Further Education, then supporting documents are not required.

Section B: DIVTEC Training & Further Education to complete

APPROVAL DETAILS:

Unit of Competency Approval Details		
Number of units of competency approved:		
List of units of competency approved:	Unit code	Outcome
	1.	60
	2.	60
	3.	60
	4.	60
	5.	60
	6.	60
Revised Duration (if applicable)		
Training Manager Signature:		
Date:		

OFFICE USE ONLY:

Item	Yes/No	Comments
Course Fees Revised by Accounts:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Course Fees updated on VETtrak:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Entered onto VETtrak:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Entered onto Moodle:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
All actions documented on VETtrak:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
All copies of documentation (transcripts, Credentials additional justifiable forms) documented on VETtrak	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Manager Signature:		
Administration Signature:		
Date:		