



# Credit Transfer Application & Feedback Form

INSERT QUALIFICATION CODE AND NAME

Version: 5.0

22/04/2025

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## Credit Transfer Application Form Instructions

If you have previously completed equivalent units of competency within this qualification through training with Cple or other RTO's, you may be eligible for Credit Transfer for those Units of Competency. To apply for Credit Transfer, you must complete this application form, and submit evidence of the completed Units of Competency via the following:

- Statement of Attainment OR Certificate from the issuing RTO
  - The above must include the TRANSCRIPT which lists the Units of Competency (NOTE: this may be on the back of the Certificate)

Upon receiving this application form AND the above evidence, Cple will contact the issuing RTO to authenticate the evidence. Cple will also need access to your transcript via the USI portal. You will need to complete the following steps on the below USI website to allow this to occur:

[VET transcripts | Unique Student Identifier](#)

An email will be sent to you with further instructions on how to allow Cple access to your transcript via the USI portal. Contact Cple on [admin@cple.com.au](mailto:admin@cple.com.au) if you have not received this information.

Once Cple has processed your application and authenticated the evidence, Cple will complete the Feedback Form located in this document. You will be notified via email and receive a copy of the completed Feedback Form.

Your Cple Trainer/Assessor will then create an individualised study plan to account for the credit transfers.

### How to complete the below form

To complete the below form, you must tick which Units of Competency you are seeking Credit Transfer for and state the issuing RTO's name and RTO code in the relevant column (this must be completed even if Cple is the issuing RTO).

Once the table is completed, sign the last page and send this form to Cple along with your evidence of Unit of Competency completion.



Credit Transfer Application Form			
Applicant Name (student):		Applicant Date of Birth:	
Tick if you are seeking Credit Transfer for this Unit	Unit Code	Unit Name	Issuing RTO Name & Code
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
Applicant Signature (student):		Date:	

Please send the above completed application form and evidence of your completed Units of Competency to Cple via:

[admin@cple.com.au](mailto:admin@cple.com.au)



## Credit Transfer Feedback Form

This credit transfer feedback form is used by Cple to confirm recognition of the units listed in this document. For units where credit transfer has been granted, Cple recognise that you already have skills and knowledge, gained through previous study which is directly relevant to the qualification you are enrolling into. You will not be required to complete assessment related to units assessed where credit transfer has been granted.

This table is to be completed by a Cple Trainer/Assessor. You will be provided a copy of the completed form once your credited units have been processed.

Credit Transfer Feedback Form	
<b>Student Name:</b>	
<b>Student Date of Birth:</b>	
<b>Units of Competency Granted Credit Transfer Result by Cple (RTO 88148)</b>	
<b>Evidence</b>	<input type="checkbox"/> Authenticated copy of a qualification certificate or statement of attainment <input type="checkbox"/> Official USI transcript with the required units listed within the document  <b>DETAILS</b> Evidence submitted for <i>[Enter qualification title here]</i>  Issued by <i>[RTO name] [RTO Number]</i>  Presented to <i>[Name on qualification and/or statement]</i>  Sighted by <i>[Cple RTO representative]</i> on <i>[Enter date here]</i>  <b>Copy of evidence must be retained on student file</b>
<b>Credit Transfer granted for Units of Competency listed above</b>	<input type="checkbox"/>
<b>Assessor Name:</b>	
<b>Assessor Signature:</b>	
<b>Date:</b>	



Based on the results of this Credit Transfer Application, the following Units of Competency for the **INSERT QUALIFICATION CODE AND NAME** will be completed via the traditional assessment pathway, or recognition of prior learning:

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