



CREDIT TRANSFER (CT) APPLICATION FORM

SECTION 1: PERSONAL DETAILS									
Title:					Gender:	☐ Female ☐ Male ☐ Other			
Given Name:					Middle Name:				
SURNAME:					Date of Birth:				
Unique Student Identifier (USI):									Please BLOCK write USI #
Mobile Number:					Home Number:				
Email Address:	(Please complete clearly and correctly as we require your email to send your Certificate on course completion)								
Address:									
Suburb:					State:		Post Code:		

SECTION 2: UNITS FOR CREDIT TRANSFER			
Unit Code (e.g. UEECD0007)	Unit Title	Completed With (RTO Name/Number)	Document Attached (✓)

SECTION 3: SUPPORTING DOCUMENTATION

- ☐ Copy of Statement of Attainment
- ☐ Copy of AQF Qualification
- ☐ USI Transcript
- ☐ Unrestricted Electrical Licence (if applicable)
- ☐ Other (please specify): _____

SECTION 4: APPROVAL TO VERIFY EVIDENCE

- ☐ Statement of Attainment – Verification Approval signed and returned
- ☐ AQF Qualification – Verification Approval signed and returned
- ☐ USI Transcript – Access to USI Registry granted to Volt Edge

SECTION 5: LEARNER DECLARATION

I declare that the information provided in this application is true and correct. I understand that falsified documentation may result in cancellation of enrolment. I authorise Volt Edge to verify the authenticity of my documents and contact the issuing RTO if necessary (COMPLETE THE NEXT PAGE AND RETURN WITH APPLICATION).

Learner Signature: _____

Date: / /

SECTION 6: OFFICE USE ONLY

Verified by (Staff Name)

Verification Method ☐ USI Portal ☐ Contacted RTO ☐ Licence Check ☐ Other

RTO Contacted (if applicable):

Outcome of Verification: ☐ Valid & Accepted ☐ Invalid ☐ More Info Required

Units Approved for CT:

Date Processed:

SECTION 7: ADMINISTRATION

- ☐ Application and evidence attached
- ☐ Results entered in Student Management System – Course Completion
- ☐ Added to student file in DMS

Entered By (Admin Officer): _____

Date: / /

Student - Consent Form

Verification of Academic Outcomes

I hereby consent to Volt Edge Pty Ltd (RTO# 32137) using my personal details to conduct a Verification of my issued Statement of Attainment/Qualification.

Given Name:	
Middle Name:	
SURNAME:	
Date of Birth:	
Training Organisation Name:	
Name of Course:	
Issue Date:	
Student ID:	

Student Signature:

Date: / /