OCA grants Credit Transfer for unit/s completed under a nationally recognised qualifications and/or statements of attainments issued by a Registered Training Organisation (RTO). In accordance with VET Quality Framework and conditions of registration.

**OCA** recognises Credit Transfer for unit/s that is the same or of equivalent code and title in the Training Package. Search for information related to the units on [www.training.gov.au](http://www.training.gov.au)

\*If you are unsure of your eligibility for credit transfer, please discuss the situation with your trainer/assessor and they will advise you accordingly.

|  |  |  |  |
| --- | --- | --- | --- |
| **STUDENT DETAILS** | | | |
| **Student Name** |  | **Date** |  |
| **Address** |  | **Postcode** |  |
| **Phone** |  | **Mobile** |  |
| **Email address** |  | **Birthday** |  |

|  |  |
| --- | --- |
| **CREDIT TRANSFER DETAILS** | |
| **Course / Qualification Code and Title** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Unit Code and Title (Currently enrolled in)** | **Unit Code and Title of units attained for which equivalence is sought** | **Copy of certified document attached** | **Certification Document Issuance date** | **RTO number** | \*\*STAFF USE ONLY\*\*  Credit Transfer Verified | | \*\*STAFF USE\*\*  Verified by | Date Verified |
|  |  |  |  |  | ☐ Yes | ☐ No |  |  |
|  |  |  |  |  | ☐ Yes | ☐ No |  |  |
|  |  |  |  |  | ☐ Yes | ☐ No |  |  |
|  |  |  |  |  | ☐ Yes | ☐ No |  |  |
|  |  |  |  |  | ☐ Yes | ☐ No |  |  |
|  |  |  |  |  | ☐ Yes | ☐ No |  |  |
|  |  |  |  |  | ☐ Yes | ☐ No |  |  |
|  |  |  |  |  | ☐ Yes | ☐ No |  |  |
|  |  |  |  |  | ☐ Yes | ☐ No |  |  |
|  |  |  |  |  | ☐ Yes | ☐ No |  |  |
|  |  |  |  |  | ☐ Yes | ☐ No |  |  |

**>>> OCA Staff will advise you via email if a credit transfer for any of the above units does not apply.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Signature** |  | **Date** | Click here to enter a date. |

\*\*Staff use only\*\*

|  |  |  |  |
| --- | --- | --- | --- |
| **Approving OCA Staff** |  | **Date** | Click here to enter a date. |
| **Approval** | ☐ Approved ☐ Not Approved | **Date Processed** | Click here to enter a date. |
| **Reason for decision** |  | **Date of student contact** | Click here to enter a date. |