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.

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

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

|  |  |  |  |  |  |  |  |
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| **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\*\*

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| **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. |