



## Credit Transfer Application Form

### SECTION 1 – Student Details

<b>Student Name:</b>			
<b>Qualification / Course:</b>			
<b>Email:</b>		<b>Mobile:</b>	

### SECTION 2 – Application and Declaration

**Student:**

I am applying for credit transfer for the unit/s of competency listed below.

I have attached the original copy of my certification documentation from another RTO.

I declare that certification documentation supplied is legitimate, true and correct.

\*\*I understand that the Assessor will verify my certification documentation for legitimacy and validity.

**\*\*See over for instructions on granting TITEB permission to access the USI Transcript on line.**

<b>Student Signature:</b>		<b>Date:</b>	
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### SECTION 3 – Unit Outcome

Unit Code	Unit Name	Assessor Only			
		Evidence Supplied	Evidence Verified	Assessment Outcome	
				C	NYC
		<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"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### SECTION 4 – Assessor Judgement and Declaration

I declare that I have verified the certification documentation supplied as legitimate, true and correct.

<b>Assessor Name:</b>			
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<b>Assessor Signature:</b>		<b>Date:</b>	
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### Admin Use Only

<b>Result confirmed by RTO Manager:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b>		<b>Initial:</b>	
<b>VETtrak Updated:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b>		<b>Initial:</b>	
<b>Student file updated:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b>		<b>Initial:</b>	



**Setting up Permission to View USI Transcript**

- a) Go to [www.usi.gov.au](http://www.usi.gov.au)
- b) Select 'Student Login'.
- c) Agree to Terms and Conditions and Login.
- d) Select 'Provide your USI'.
- e) Select 'Set up access to your USI Account/ Permissions'.
- f) Search Details by entering the Training Organisation code or name in the appropriate field.
- g) Select 'Search'
- h) Once you have found your Training Organisation, select 'Add'.
- i) Select the permission you want to grant your Training Organisation and the expiry date.
- j) Select 'Save'.

You also have the option to grant TITEB with the following permissions.

- View your transcript.
- View your account details.
- Update your account details.

Also ensure when setting the expiry date to allow access you allow sufficient time to enable the verification to occur. It is recommended that the Permission be set for not less than 1 month from when you lodge your application with TITEB.