



Credit Transfer Form

This generic procedural document was created to meet the requirements of the VET Quality Framework

Credit transfer can be granted 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, Cornzal Workforce Development recognises qualifications/statements of attainments issued by other RTO's. Credit transfer can only be granted for unit/s that is the same or of equivalent code and title in the Training Package. Information on this can be searched on www.training.gov.au

*If you are unsure of your eligibility for credit transfer, please discuss 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
					<input type="checkbox"/> Yes	<input type="checkbox"/> No		

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📍 Tower A, Level 2, Suite 15, 1 Springfield Lakes Boulevard, Springfield Lakes, Qld 4300

RTO Code: 31663

Our Vision: Transforming individuals, solutions for business

Our Mission: To develop a skilled workforce by delivering innovative blended training



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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
					<input type="checkbox"/> Yes	<input type="checkbox"/> No		
					<input type="checkbox"/> Yes	<input type="checkbox"/> No		
					<input type="checkbox"/> Yes	<input type="checkbox"/> No		
					<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
					<input type="checkbox"/> Yes	<input type="checkbox"/> No		
					<input type="checkbox"/> Yes	<input type="checkbox"/> No		
					<input type="checkbox"/> Yes	<input type="checkbox"/> No		
					<input type="checkbox"/> Yes	<input type="checkbox"/> No		
					<input type="checkbox"/> Yes	<input type="checkbox"/> No		
					<input type="checkbox"/> Yes	<input type="checkbox"/> No		
					<input type="checkbox"/> Yes	<input type="checkbox"/> No		
					<input type="checkbox"/> Yes	<input type="checkbox"/> No		

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					<input type="checkbox"/> Yes	<input type="checkbox"/> No		
					<input type="checkbox"/> Yes	<input type="checkbox"/> No		
					<input type="checkbox"/> Yes	<input type="checkbox"/> No		

>>> If credit transfer for any of the above units have not been approved you will be advised by one of CORNZAL WORKFORCE DEVELOPMENT Staff of the reason(s) for the decision via email, telephone, or face-to-face.

Student Signature		Date	Click here to enter a date.
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****Staff use only****

Approving CORNZAL WORKFORCE DEVELOPMENT Staff		Date	Click here to enter a date.
Approval	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date Processed	Click here to enter a date.
Reason for decision		Date of student contact	Click here to enter a date.



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VERSION CONTROL

Version Control Table					
Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
29/11/2022	Document creation	Admin Cornzal	V1.0	Date 29/11/2022	Date 29/11/2023

RTO INFORMATION	
Document Name	Credit Transfer Form
RTO/Company Name	Cornzal Workforce Development
RTO Code	31663
Manager	Quality and Compliance Manager

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