

If you have any prior Nationally Recognised Certificates or Statements of Attainment completed within Australia, they may be eligible for Credit Transfer. You must be able to present an original certificate with competencies containing nationally recognised titles and codes. If any of these unit title and codes identically matches the units that you are enrolled, you will be granted a Credit Transfer for the particular unit.

Participant Name: _____

Participant Number: _____

Course Enrolled: _____

Date of application: _____

In the table below, list the units that you wish to apply for a Credit Transfer.

Unit Code	Unit Title	Evidence Supplied	CT Granted Yes/ No (RTO to complete)

Participant Declaration

Original copies of all Certificates / Statements of Attainment have been provided to ARA Retail Institute to copy for the purposes of this Credit Transfer application and are original documents obtained through *accredited training* pathways.

I acknowledge by way of this application that the ARA Retail Institute is in receipt of personal information and will require access to personal information via the Unique Student Identifier Registrar to authenticate evidence accompanying this application.

I acknowledge that the

Participant name: _____

Participant signature: _____ Date: _____

Student Management Department to complete:

- Original Certificates / Statements of Attainment(s) have been sighted? Yes No
- Copies of all Certificates / Statements of Attainment(s) are attached to this application? Yes No
- Checked against USI/Training.gov.au Yes No
- 'CT Granted' column above is completed? Yes No
- Where CT is not granted, a written explanation has been provided. Yes No N/A

The above application has been reviewed, and outcomes indicated. All original Certificates/ Statements of Attainments have been sighted and are attached to this application.

Student Management Department team member name: _____

Signature: _____

Date: _____

Additional Notes