Application

Students can only apply for Credit Transfers prior the course commencement date.

The Credit Transfer policy and procedures contained in the student handbook and can be found on https://www.otc.edu.au/about-us/policies-forms.

The student indicates during their enrolment and/or Pre-Training Review to apply for Credit Transfer and decides which units of competency they will apply for.

This can be via the following:

- Online enrolment process
- Phone call request and documentation sent via email, or
- Using the Credit Transfer Application form on https://www.otc.edu.au/about-us/policies-forms

The student must submit the following documents:

- An authenticated USI VET Transcript with QR Code
  - An authenticated VET transcript collates an individual's VET training outcomes undertaken since 1 January 2015 into a single record. Anyone who has undertaken nationally recognised training since 2015 can access their VET transcript via their USI account. This PDF document can then be downloaded and shared with third parties, via email or hard copy, to verify your records online (for more information see https://www.usi.gov.au/transcripts).
    - Students can access their VET transcript via their USI account https://portal.usi.gov.au/student/Usi/Forgotten/Success
- Or by providing permission to view your USI Transcripts. Students can give account permission to ONCALL Training College RTO ID:45098 by accessing their USI account https://www.usi.gov.au/students and using the "Set up access to your USI Account/Permission" function.
- Or a hard copy of:
  - Qualification Testamur and an Official Academic Transcript* with final grades
  - Statement of Attainment*

    *(*All Documents must be originals or true copies. Copies must bear an original signature and is a true copy of the original. Students must give consent for OTC to contact the organisation that delivered the training to confirm the authenticity of credentials presented)*

If the student's previous study was at ONCALL Training College, then supporting documents are not required.

Section A: *Applicant co complete*

STUDENT AND COURSE DETAILS: Student Information	
Student Name:	
Student ID:	
Commitment ID *(where required):*	
Date requested:	

Course Information	
Course Code & Title:	
Qualification or Statement of Attainment for credit transfer:	
Issuing Institution - qualification or Statement of Attainment:	

Credit Transfer Details

Existing Units of Competency		National Recognition Sought		Office Use Only
unit code	**unit title**	**unit code**	**unit title**	**Approved / Not approved / Remarks**

I provide my consent for ONCALL Training College to view my USI VET Transcript OR contact the provider/s mentioned above to confirm the authenticity of the credit transfers claimed.

Student signature:	
Date:	

Section B: *Oncall Training College to complete*

APPROVAL DETAILS:

Unit of Competency Approval Details		
Number of units of competency approved:		
List of units of competency approved:	**Unit code**	**Outcome**
	1.	60
	2.	60
	3.	60
	4.	60
	5.	60
	6.	60
Revised Duration *(if applicable)*		
Training Manager Signature:		
Date:		

OFFICE USE ONLY:

Item	Yes/No	Comments
Course Fees Revised by Accounts:	☐Yes ☐No	
Course Fees updated on VETtrak:	☐Yes ☐No	
Entered onto VETtrak:	☐Yes ☐No	
Entered onto Moodle:	☐Yes ☐No	
All actions documented on VETtrak:	☐Yes ☐No	
All copies of documentation (transcripts, Credentials additional justifiable forms) documented on VETtrak	☐Yes ☐No	
Manager Signature:		
Administration Signature:		
Date:		