

Credit transfer guidelines:

- Under the principles of national recognition, a student is granted an automatic credit for any unit that they successfully completed at any other Registered Training Organisation, so long as the unit is within **United Institute’s** scope of registration.
- United Institute does not charge any fees for credit transfer and does not claim on any government funding for any credit transfers granted.
- A student may not enrol into a course and apply for credit for all of the units in the course. The student must participate in the training and assessment in at least one unit of competency.
- To apply for credit transfer, the student must attach a certified copy of the qualification or the Statement of Attainment in order for United Institute to assess the student’s eligibility for credit transfer.
- The qualification or the Statement of Attainment must be certified as a true copy of the original by a person who is authorised as a witness for statutory declarations under the Statutory Declarations Regulations 2018 – Schedule 2, some of which are listed as follows:
 - Bank officer with 5 or more years of continuous service
 - Clerk of a court, judge, legal practitioner, magistrate, patent attorney or trademarks attorney
 - Justice of the Peace
 - Medical practitioner, chiropractor, dentist, occupational therapist, optometrist or physiotherapist
 - Pharmacist
 - Police officer
 - Psychologist
 - Registered accountant, financial adviser or financial planner
 - Veterinary surgeon

Declaration

By signing this form, I certify that the information provided above is true and correct and that I authorise United Institute to contact the relevant authorities to confirm the authenticity and validity of the attained competencies to confirm my eligibility for a credit transfer.

Signature	
Name	
Date	



UNITED INSTITUTE

Admin Use Only			
Name			
Action			
Reason for decision			
Logged in student's file	<input type="checkbox"/> Yes <input type="checkbox"/> No Logged by:	Date	
Decision letter sent	<input type="checkbox"/> Yes <input type="checkbox"/> No Sent by:	Date	
CEO signature			
Date			