

Application for Credit Transfer after course commencement

Personal Details			
Please circle:	Mr / Miss / Ms / Mrs	Date:	
First Name:			
Surname:			
Address:			
Email:			
Mobile:		Home Phone:	
Student Signature:			
Field will notify you of the outcome of your application for credit transfer via email or phone call within 10 business days of receiving this signed document			

To have your application for credit transfer/s considered, make sure you provide Field with the following document/s at the same time you submit this document.

- Your **ORIGINAL** Certificate or Statement of Attainment showing the educational institutions name, completion date, unit code/s, unit title/s and results

OR if you cannot provide the original, please provide:

- A **CERTIFIED COPY*** of your Certificate or Statement of Attainment showing the institution name, completion date, unit code/s, unit title/s and results

Where documentation is issued in another name (e.g. maiden name), you must provide either the ORIGINAL OR a CERTIFIED COPY of change of name documentation (e.g. Certificate of Marriage)*

OFFICE USE ONLY

Received by:		Date:	
Credit has been granted for the following units:			
Unit Code	Unit Title		
Approved by Compliance Manager	Name:	Date	
	Signature:		

*Certified copies of documentation

'Certified documents' are copies (usually photocopies) of important documents which need to be certified as true copies of the originals by a person authorised to do so.

Who can certify a copy?

It is usual for documents to be certified by a person who is authorised as a witness for statutory declarations under Statutory Declarations Regulations 1993– Schedule 2.

The following people are authorised to certify documentation:

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Pharmacist
- Physiotherapist
- Psychologist
- Veterinary surgeon
- Judge or Clerk of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
- Member of Parliament (Commonwealth or State)
- Minister of religion (registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961)
- Notary public
- Police officer
- Registrar, or Deputy Registrar, of a court
- Sheriff or Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution

More information about certification of documents can be found on the Department of Education and Training website:

<https://www.education.gov.au/guidelines-certification-documents>

PLEASE NOTE:

If you cannot physically bring your application to our Camberwell office, please mail it to us or give your completed application to your trainer who will pass it on to our Compliance Manager.

Mailing address: Field – Level 1, 969 Burke Road Camberwell VIC 3124