

Credit Transfer Procedure

Credit Transfers recognise that a student has previously completed relevant units of a course through Vocational Education Training or Higher Education.

CTET provides the opportunity for the student to provide evidence that they have already completed specific units in previously completed education, so that they do not have to complete those subjects again.

What is required from the student?

The student is required to provide evidence of previously completed training.

What Evidence is required?

CTET requires students to provide a verified copy of their transcript of previous training.

This can be in the form of either

- a certified copy of certificate and transcript from a Registered Training Organisation (RTO) (signed by a Justice of the Peace (JP)).
- a verified copy of the students USI transcript verified from www.usi.gov.au or both.

What is a USI?

A Unique Student Identifier (USI) is your individual education number for life. It also gives you an online record of your vocational education and training (VET) undertaken in Australia since 2015. If you're at university, TAFE or doing other nationally recognised training, you need a USI.

Getting your Transcript

Log into the USI portal <https://www.usi.gov.au> and follow the links

Instructions on how to print and share official verification with CTET are available on the following link.

<https://www.usi.gov.au/transcripts/info-for-students>

When you are prompted to select a time frame, please select longer than 1 week for CTET to access your records.