**Credit Transfer Application Form**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Learner Name** | | |  | | | |
| **Unique Learner ID.** | | |  | | | |
| **Centre Name** | | |  | | | |
| **E-Mail** | |  | | **Mobile Number** |  | |
| I hereby apply for credit transfer for following Units of the qualification below | | | | | | |
| **Qualification Title** | | |  | | | |
| **Unit Reference No** | | | **Unit Title** | | | |
| 01 |  | |  | | | |
| 02 |  | |  | | | |
| 03 |  | |  | | | |
| Declaration  I have read the B-TIC Prior Learning Assessment Policy, B-TIC Credit Transfer Policy and other relevant policies.  I will be assessed with the unit Learning Outcome and assessment criteria  I am assessed separately for each units and not in conjunction with any other units  I authorize B-TIC to verify my application from relevant parties  I understand that B-TIC reserves the right to reverse and alter any academic decisions  I understand that B-TIC collects, stores, and uses personal information in accordance with B-TIC Data Protection Policy.  The information contains in this application is correct, true and complete to the best of my knowledge | | | | | | |
| Learner Signature | | | | | | Date |
|  | | | | | |  |

**Conditions:-**

Application can be made for one or more units in the same application.

Certificate and Transcripts (Statements of Attainment) and qualification specification must accompany the application for the process

Application processing time is 10 working days after receiving the application at B-TIC.

A longer processing time may apply during peak times or incomplete application.

**(OFFICE USE ONLY)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Assigned Assessor |  | | | | |
| Assigned IVQA |  | | | | |
| Application received by |  | | | | |
| **Received Date:** |  | **Completion Date** | |  | |
| Signature of receiver |  | | **Date** | |  |

**(Student Use)**

The above request is based on the following module(s) taken at the referenced Institution.

|  |  |  |
| --- | --- | --- |
| **Awarding Body** | Eg. Pearson | |
| **Qualification & Level** | Eg;– Diploma in Business Management & Level 5 | |
| **Module Name & Credit** | **Grade** | **Evidence Produced** |
| EG. Human resources Management & 20 credit | Pass | Certificate / Transcript / Qualification Specification |
| People in Organisation | Merit | Certificate / Transcript / Qualification Specification |