

Credit Transfer Application Form

(Including National Recognition)

DEFINITION:

- National Recognition (NR)** is defined as 'recognition by a Registered Training Organisation (RTO) of the Australia Qualifications Framework (AQF) qualifications and statements of attainment issued by all other RTOs, thereby enabling national recognition of the qualifications and statements of attainment issued to any person' (Source: Users' Guide to the Essential Conditions and Standards for Continuing Registration, Australian Quality Training Framework, Commonwealth of Australia, 2010).
- Credit Transfer (CT)** is defined as 'a process that provides students with agreed and consistent credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications' (Source: Australian Qualifications Framework 2nd Edition January 2013)

STUDENT PERSONAL INFORMATION

Family Name: <input style="width: 90%;" type="text"/>	Given Name: <input style="width: 90%;" type="text"/>
Student ID: <input style="width: 90%;" type="text"/>	Unique Student Identifier (USI): <input style="width: 90%;" type="text"/>
Course Name: <input style="width: 90%;" type="text"/>	Course Code: <input style="width: 90%;" type="text"/>

PRIOR COURSE OF RELEVANCE

NOTE: With an application form for Credit Transfer, you must provide a certified copy of the Qualification with the Statement of Attainment / Official Academic Record / Official Course Outline within 30 days after orientation, or you will be inducted as a completely new student. A certified copy is a photocopy that has been certified as a true copy of the original by a Justice of the Peace or a similar person. Alternatively, you can bring the original documents and a photocopy with you when lodging your application. The documentation you provide must clearly show the units of competency completed. If you have already commenced a unit, tuition fee exemption for that unit will not be granted. If you do not meet the above time frame, you may still be entitled for credit transfer, however, you will be ineligible for a tuition fee exemption due to late application. Make sure you keep a copy of the application form for your records. You must complete page 2 of this application form (and, if applicable, the relevant appendix for certain courses). The outcome of the application will be provided within 10 working days after the application is received by Baxter Institute.

Course code: <input style="width: 90%;" type="text"/>	Course name: <input style="width: 90%;" type="text"/>
Start date: <input style="width: 90%;" type="text"/>	Last study/End date: <input style="width: 90%;" type="text"/>
Name of Institution (in full): <input style="width: 90%;" type="text"/>	Did you complete your course? <input type="checkbox"/> Yes <input type="checkbox"/> No

OFFICE USE ONLY: TRAINING, FINANCE, STUDENT SERVICES DEPARTMENTS

ADMINISTRATOR DECLARATION

By ticking this box I confirm the student has completed a valid CT/NR application with sufficient supporting documentation.

Date of submission: <input style="width: 90%;" type="text"/>	Administrator signature: <input style="width: 90%;" type="text"/>
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APPROVAL OF TRAINING DEPARTMENT

Director of Studies/Course Coordinator Name/Student Support Officer: <input style="width: 90%;" type="text"/>	
Signature: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>

FINANCE DEPARTMENT PAYMENT ADJUSTMENTS

Does the student's course tuition fee need adjustments? Yes No

Finance Manager Signature: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>
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ADMISSIONS & STUDENT SUPPORT DEPARTMENTS

eCOE/LOF revised Yes → Admissions Officer Signature: Date:

Credit Transfer granted: Yes → Letter of Exemption issued

Credit noted on SMS database: Yes

Recommended reduction of weeks/months (please circle) of course Signature:

Student Support Officer: Date:

Sheila Baxter Training Centre Pty Ltd t/a Baxter Institute
 Ph: (03) 9650 0367 Fax: (03) 9654 1049
 470 Bourke Street Melbourne Victoria 3000 Australia
 ABN 51 006 374 241 CRICOS Provider No: 02233M RTO: 7030
 Email: info@baxter.vic.edu.au Website: www.baxter.vic.edu.au

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APPLY FOR CREDIT TRANSFER/NATIONAL RECOGNITION PER UNIT OF COMPETENCY

(Students are required to base their application on the unit of competency attained to the unit of competency for which credit transfer is being sought) - *In case of insufficient space, please use the appendix for certain courses attached to this Form*

INSERT UNIT(S) OF COMPETENCY FOR WHICH CREDIT TRANSFER/NATIONAL RECOGNITION IS BEING APPLIED FOR (Student to complete)		INSERT UNIT OF COMPETENCY DEEMED COMPETENT FOR WHICH THE CREDIT TRANSFER/NATIONAL RECOGNITION PREVIOUSLY PASSED (Student to complete)		CREDIT GRANTED (Baxter staff to complete)
Unit of Competency /Module Code	Unit of Competency/ Module Name	Unit of Competency /Module Code	Unit of Competency/ Module Name	Yes/No

STUDENT DECLARATION

I declare that to the best of my knowledge the information supplied is correct and complete. I acknowledge that incomplete information may result in the application being returned to me. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications and I declare that the official academic records provided are a true record of my academic results. I understand I have to pay an application fee for every application that I am granted credit transfer for my course enrolment.

Student Signature: Date:

UPON COLLECTION OF LETTER OF EXEMPTION:

Student Signature: Date:

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If your contact details have changed since you lodged your application, please provide your new details by logging on to your student portal account, ask the Baxter Institute reception/student support hub how to in person or email reception@baxter.vic.edu.au, otherwise we may not be able to contact you with important information. Only changing your address via the student portal will be accepted.