

## Credit Transfer Application Form

(Including National Recognition)

**DEFINITION:**

1. **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).
2. **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 type="text"/>	Given Name:	<input type="text"/>
Student ID:	<input type="text"/>	Unique Student Identifier (USI):	<input type="text"/>
Course Code:	<input type="text"/>	Course Name:	<input 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 type="text"/>	Course name:	<input type="text"/>
Start date:	<input type="text"/>	Last study/End date:	<input type="text"/>
Name of Institution (in full):	<input type="text"/>	Did you complete your course?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Student to complete the list of units on the following page:**

### 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: <input type="text"/>	Date: <input type="text"/>
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**UPON COLLECTION OF LETTER OF EXEMPTION:**

Student Signature: <input type="text"/>	Date: <input type="text"/>
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## Credit Transfer Application Form

**APPENDIX – AUR30616 Certificate III in Light Vehicle Mechanical Technology**

**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)

INSERT UNIT(S) OF COMPETENCY (Student to complete)						CREDIT GRANTED (Staff to complete)
CREDIT TRANSFER/NATIONAL RECOGNITION IS BEING <b>APPLIED FOR</b>			CREDIT TRANSFER/NATIONAL RECOGNITION <b>PREVIOUSLY PASSED</b>			Yes/No
Tick	Unit/Module Code	Unit/Module Name	Tick	Unit/Module Code	Unit/Module Name	
<input type="checkbox"/>	AURAEA002	Follow environmental and sustainability best practice in an automotive workplace	<input type="checkbox"/>	AURAEA002	Follow environmental and sustainability best practice in an automotive workplace	
<input type="checkbox"/>	AURASA002	Follow safe working practices in an automotive workplace	<input type="checkbox"/>	AURASA002	Follow safe working practices in an automotive workplace	
<input type="checkbox"/>	AURETR012	Test and repair basic electrical circuits	<input type="checkbox"/>	AURETR012	Test and repair basic electrical circuits	
<input type="checkbox"/>	AURETR023	Diagnose and repair spark ignition engine management systems	<input type="checkbox"/>	AURETR023	Diagnose and repair spark ignition engine management systems	
<input type="checkbox"/>	AURETR025	Test, charge and replace batteries and jump-start vehicles	<input type="checkbox"/>	AURETR025	Test, charge and replace batteries and jump-start vehicles	
<input type="checkbox"/>	AURETR029	Diagnose and repair charging systems	<input type="checkbox"/>	AURETR029	Diagnose and repair charging systems	
<input type="checkbox"/>	AURETR030	Diagnose and repair starting systems	<input type="checkbox"/>	AURETR030	Diagnose and repair starting systems	
<input type="checkbox"/>	AURETR031	Diagnose and repair ignition systems	<input type="checkbox"/>	AURETR031	Diagnose and repair ignition systems	
<input type="checkbox"/>	AURLTB003	Diagnose and repair light vehicle hydraulic braking systems	<input type="checkbox"/>	AURLTB003	Diagnose and repair light vehicle hydraulic braking systems	
<input type="checkbox"/>	AURLTD004	Diagnose and repair light vehicle steering systems	<input type="checkbox"/>	AURLTD004	Diagnose and repair light vehicle steering systems	
<input type="checkbox"/>	AURLTD005	Diagnose and repair light vehicle suspension systems	<input type="checkbox"/>	AURLTD005	Diagnose and repair light vehicle suspension systems	
<input type="checkbox"/>	AURLTE002	Diagnose and repair light vehicle engines	<input type="checkbox"/>	AURLTE002	Diagnose and repair light vehicle engines	
<input type="checkbox"/>	AURLTZ001	Diagnose and repair light vehicle emission control systems	<input type="checkbox"/>	AURLTZ001	Diagnose and repair light vehicle emission control systems	
<input type="checkbox"/>	AURTTA004	Carry out servicing operations	<input type="checkbox"/>	AURTTA004	Carry out servicing operations	
<input type="checkbox"/>	AURTTA018	Carry out diagnostic procedures	<input type="checkbox"/>	AURTTA018	Carry out diagnostic procedures	
<input type="checkbox"/>	AURTTB001	Inspect and service braking systems	<input type="checkbox"/>	AURTTB001	Inspect and service braking systems	
<input type="checkbox"/>	AURTTC003	Diagnose and repair cooling systems	<input type="checkbox"/>	AURTTC003	Diagnose and repair cooling systems	
<input type="checkbox"/>	AURTTE004	Inspect and service engines	<input type="checkbox"/>	AURTTE004	Inspect and service engines	
<input type="checkbox"/>	AURTTF001	Inspect and service petrol fuel systems	<input type="checkbox"/>	AURTTF001	Inspect and service petrol fuel systems	
<input type="checkbox"/>	AURTTK002	Use and maintain tools and equipment in an automotive workplace	<input type="checkbox"/>	AURTTK002	Use and maintain tools and equipment in an automotive workplace	
<input type="checkbox"/>	AURLTJ013	Remove, inspect and refit light vehicle wheel and tyre assemblies	<input type="checkbox"/>	AURLTJ013	Remove, inspect and refit light vehicle wheel and tyre assemblies	
<input type="checkbox"/>			<input type="checkbox"/>	AURLTJ003	Remove, inspect and refit light vehicle wheel and tyre assemblies	

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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](mailto: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.

## Credit Transfer Application Form

**APPENDIX – AUR30616 Certificate III in Light Vehicle Mechanical Technology (continued)**

**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)

INSERT UNIT(S) OF COMPETENCY (Student to complete)						CREDIT GRANTED (Staff to complete)
CREDIT TRANSFER/NATIONAL RECOGNITION IS BEING <b>APPLIED FOR</b>			CREDIT TRANSFER/NATIONAL RECOGNITION <b>PREVIOUSLY PASSED</b>			Yes/No
Tick	Unit /Module Code	Unit/ Module Name	Tick	Unit /Module Code	Unit/ Module Name	
<input type="checkbox"/>	AURFA003	Communicate effectively in an automotive workplace	<input type="checkbox"/>	AURFA003	Communicate effectively in an automotive	
<input type="checkbox"/>	AURTTJ011	Balance wheels and tyres	<input type="checkbox"/>	AURTTJ001 AURTTJ011	Balance wheels and tyres	
<input type="checkbox"/>	AURTTA017	Carry out vehicle safety inspections	<input type="checkbox"/>	AURTTA017	Carry out vehicle safety inspections	
<input type="checkbox"/>	AURTTD004	Inspect and service suspension systems	<input type="checkbox"/>	AURTTD004	Inspect and service suspension systems	
<input type="checkbox"/>	AURTTX003	Inspect and service automatic transmissions	<input type="checkbox"/>	AURTTX003	Inspect and service automatic transmissions	
<input type="checkbox"/>	AURTTQ001	Inspect and service final drive assemblies	<input type="checkbox"/>	AURTTQ001	Inspect and service final drive assemblies	
<input type="checkbox"/>	AURTTX002	Inspect and service manual transmissions	<input type="checkbox"/>	AURTTX002	Inspect and service manual transmissions	
<input type="checkbox"/>	AURETR024	Diagnose and repair compression ignition engine management systems	<input type="checkbox"/>	AURETR024	Diagnose and repair compression ignition engine management systems	
<input type="checkbox"/>	AURTTC001	Inspect and service cooling systems	<input type="checkbox"/>	AURTTC001	Inspect and service cooling systems	
<input type="checkbox"/>	AURTTZ002	Diagnose and repair exhaust systems	<input type="checkbox"/>	AURTTZ002	Diagnose and repair exhaust systems	
<input type="checkbox"/>	AURETR006	Solder electrical wiring and circuits	<input type="checkbox"/>	AURETR006	Solder electrical wiring and circuits	
<input type="checkbox"/>	AURTTF005	Diagnose and repair engine forced-induction systems	<input type="checkbox"/>	AURTTF005	Diagnose and repair engine forced-induction systems	
<input type="checkbox"/>	AURTTD002	Inspect and service steering systems	<input type="checkbox"/>	AURTTD002	Inspect and service steering systems	
<input type="checkbox"/>	AURTTF002	Inspect and service diesel fuel injection systems	<input type="checkbox"/>	AURTTF002	Inspect and service diesel fuel injection systems	
<input type="checkbox"/>	AURTTK001	Use and maintain measuring equipment in an automotive workplace	<input type="checkbox"/>	AURTTK001	Use and maintain measuring equipment in an automotive workplace	

Assessing Officer signature: Date: Number of units: 

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(Including National Recognition)

**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:

Administrator signature:

**FINANCE DEPARTMENT PAYMENT ADJUSTMENTS**

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

**Comments:**

Finance Team Leader Signature:

Date:

**APPROVAL**

**Request Approved:**  Yes  No

Approving Officer's Name:

Position:

Approving Officer's Signature:

Date:

**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:

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