

## 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 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"/>
---	----------------------------

**UPON COLLECTION OF LETTER OF EXEMPTION:**

Student Signature: <input type="text"/>	Date: <input type="text"/>
---	----------------------------

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](mailto:info@baxter.vic.edu.au) Website: [www.baxter.vic.edu.au](http://www.baxter.vic.edu.au)

**Credit Transfer Application Form**

**APPENDIX – MEM40119 Certificate IV in Engineering**

**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 (Student to complete)						CREDIT GRANTED (Staff to complete)
CREDIT TRANSFER/NATIONAL RECOGNITION IS BEING APPLIED FOR			CREDIT TRANSFER/NATIONAL RECOGNITION PREVIOUSLY PASSED			Yes/No
Tick	Unit/Module Code	Unit/Module Name	Tick	Unit/Module Code	Unit/Module Name	
<input type="checkbox"/>	MEM13015	Work safely and effectively in manufacturing and engineering	<input type="checkbox"/>			
<input type="checkbox"/>	MSMENV272	Participate in environmentally sustainable work practices	<input type="checkbox"/>	MSAENV272B	Participate in environmentally sustainable work practices	
<input type="checkbox"/>	MEM16006	Organise and communicate information	<input type="checkbox"/>	MEM16006A	Organise and communicate information	
<input type="checkbox"/>	MEM05052	Apply safe welding practices	<input type="checkbox"/>	MEM05052A	Apply safe welding practices	
<input type="checkbox"/>	MEM12023	Perform engineering measurements	<input type="checkbox"/>	MEM12023A	Perform engineering measurements	
<input type="checkbox"/>	MEM12024	Perform computations	<input type="checkbox"/>	MEM12024A	Perform computations	
<input type="checkbox"/>	MEM11011	Undertake manual handling	<input type="checkbox"/>	MEM11011B	Undertake manual handling	
<input type="checkbox"/>	MEM14006	Plan work activities	<input type="checkbox"/>			
<input type="checkbox"/>	MEM16008	Interact with computing technology	<input type="checkbox"/>	MEM16008A	Interact with computing technology	
<input type="checkbox"/>	MEM17003	Assist in the provision of on-the-job training	<input type="checkbox"/>	MEM17003A	Assist in the provision of on the job training	
<input type="checkbox"/>	MEM18001	Use hand tools	<input type="checkbox"/>	MEM18001C	Use hand tools	
<input type="checkbox"/>	MEM24001B	Perform basic penetrant testing	<input type="checkbox"/>	MEM24001B	Perform basic penetrant testing	
<input type="checkbox"/>	MEM18002	Use power tools/hand held operations	<input type="checkbox"/>	MEM18002B	Use power tools/hand held operations	
<input type="checkbox"/>	MEM09002	Interpret technical drawing	<input type="checkbox"/>	MEM09002B	Interpret technical drawing	
<input type="checkbox"/>	MEM07032	Use workshop machines for basic operations	<input type="checkbox"/>			
<input type="checkbox"/>	MEM05005	Carry out mechanical cutting	<input type="checkbox"/>	MEM05005B	Carry out mechanical cutting	
<input type="checkbox"/>	MEM05051	Select welding processes	<input type="checkbox"/>	MEM05051A	Select welding processes	
<input type="checkbox"/>	MEM05004	Perform routine oxy fuel gas welding	<input type="checkbox"/>	MEM05004C	Perform routine oxy acetylene welding	
<input type="checkbox"/>	MEM05006	Perform brazing and/or silver soldering	<input type="checkbox"/>	MEM05006C	Perform brazing and/or silver soldering	
<input type="checkbox"/>	MEM05007	Perform manual heating and thermal cutting	<input type="checkbox"/>	MEM05007C	Perform manual heating and thermal cutting	
<input type="checkbox"/>	MEM05008	Perform advanced manual thermal cutting, gouging and shaping	<input type="checkbox"/>	MEM05008C	Perform Advanced manual thermal cutting, gouging and shaping	
<input type="checkbox"/>	MEM05014	Monitor quality of production welding/fabrications	<input type="checkbox"/>	MEM05014C	Monitor quality of production welding/fabrications	
<input type="checkbox"/>	MEM05012	Perform routine manual metal arc welding	<input type="checkbox"/>	MEM05012C	Perform routine manual metal arc welding	
<input type="checkbox"/>	MEM05015	Weld using manual metal arc welding process	<input type="checkbox"/>	MEM05015D	Weld using manual metal arc welding process	
<input type="checkbox"/>	MEM05016	Perform advanced welding using manual metal arc welding process	<input type="checkbox"/>	MEM05016C	Perform advanced welding using manual metal arc welding process	
<input type="checkbox"/>	MEM05050	Perform routine gas metal arc welding	<input type="checkbox"/>	MEM05050B	Perform routine gas metal arc welding	
<input type="checkbox"/>	MEM05017	Weld using gas metal arc welding process	<input type="checkbox"/>	MEM05017D	Weld using gas metal arc welding process	

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](mailto:info@baxter.vic.edu.au) Website: [www.baxter.vic.edu.au](http://www.baxter.vic.edu.au)

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 – MEM40119 Certificate IV in Engineering (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) - *In case of insufficient space, please use the appendix for certain courses attached to this Form*

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"/>	MEM05018	Perform advanced welding using gas metal arc welding process	<input type="checkbox"/>	MEM05018C	Perform Advanced welding using gas metal arc welding process	
<input type="checkbox"/>	MEM05056	Perform routine flux core arc welding	<input type="checkbox"/>			
<input type="checkbox"/>	MEM05047	Weld using flux core arc welding process	<input type="checkbox"/>	MEM05047B	Weld using flux core arc welding process	
<input type="checkbox"/>	MEM05048	Perform advanced welding using flux core arc welding process	<input type="checkbox"/>	MEM05048B Perform	Perform Advanced welding using flux core arc welding process	
<input type="checkbox"/>	MEM12007	Mark off/out structural fabrications and shapes	<input type="checkbox"/>	MEM12007D	Mark off/out structural fabrications and shapes	
<input type="checkbox"/>	MEM11016	Order materials	<input type="checkbox"/>	MEM11016B	Order materials	
<input type="checkbox"/>	MEM05049	Perform routine gas tungsten arc welding	<input type="checkbox"/>	MEM05049B	Perform routine gas tungsten arc welding	
<input type="checkbox"/>	MEM05019	Weld using gas tungsten arc welding process	<input type="checkbox"/>	MEM05019D	Weld using gas tungsten arc welding process	
<input type="checkbox"/>	MEM05037	Perform geometric development	<input type="checkbox"/>	MEM05037C	Perform geometric development	
<input type="checkbox"/>	MEM05020	Perform advanced welding using gas tungsten arc welding process	<input type="checkbox"/>	MEM05020C	Perform Advanced welding using gas tungsten arc welding process	
<input type="checkbox"/>	MEM16012	Interpret technical specifications and manuals	<input type="checkbox"/>	MEM16012A	Interpret technical specifications and manuals	
<input type="checkbox"/>	MEM09009	Create 2D drawings using computer aided design system	<input type="checkbox"/>	MEM09009C	Create 2D drawings using computer aided design system	
<input type="checkbox"/>	MEM09010	Create 3D models using computer aided design system	<input type="checkbox"/>	MEM09010C	Create 3D models using computer aided design system	
<input type="checkbox"/>	MEM05026	Apply welding principles	<input type="checkbox"/>	MEM05026C	Apply welding principles	
<input type="checkbox"/>	MEM05043	Perform welds to code standards using gas metal arc welding process	<input type="checkbox"/>	MEM05043B	Perform welds to code standards using gas metal arc	

Assessing Officer signature:

Date:

Number of units:

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](mailto:info@baxter.vic.edu.au) Website: [www.baxter.vic.edu.au](http://www.baxter.vic.edu.au)

**Credit Transfer Application Form**  
(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:

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](mailto:info@baxter.vic.edu.au) Website: [www.baxter.vic.edu.au](http://www.baxter.vic.edu.au)

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.