

Internal Credit Transfer Form

DEFINITION:

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)

The Internal Credit Transfer Form is to be used to process Credit Transfer units for students who study more than one qualification with ATMC or Baxter Institute that share common units.

The Internal Credit Transfer Form is to be completed by Student Services when a student moves between courses.

STUDENT PERSONAL INFORMATION

Family Name:	<input type="text"/>	Given Name:	<input type="text"/>
Student ID:	<input type="text"/>		
Course Name:	<input type="text"/>	Course Code:	<input type="text"/>

PRIOR COURSE OF RELEVANCE

NOTE: The Internal Credit Transfer Form should be supported by evidence the student has attained competence in the relevant units internally. This can be the issued Certificate or Statement of Attainment, or an Enrolment Report from the Student Management System showing unit results.

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:	<input type="text"/>	Did student complete the course?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PROCESSING

ADMINISTRATOR DECLARATION

By ticking this box I confirm the student has been deemed competent in the Units of Competency listed in the attached table, and supporting evidence has been attached..

Date of submission:	<input type="text"/>	Administrator signature:	<input type="text"/>
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FINANCE DEPARTMENT PAYMENT ADJUSTMENTS

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

Finance Team Leader Signature:	<input type="text"/>	Date:	<input 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

