

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
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Email: info@baxter.vic.edu.au Website: www.baxter.vic.edu.au

Internal Credit Transfer Form

APPENDIX – AUR30616 Certificate III in Light Vehicle Mechanical Technology

CREDIT TRANSFER PER UNIT OF COMPETENCY

(Credit Transfer can be applied when the student already holds the exact unit, or an equivalent version of the unit. If in doubt, contact the Compliance Team)

INSERT UNIT(S) OF COMPETENCY						CREDIT GRANTED
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"/>	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"/>	AURLTJ003	Remove, inspect and refit light vehicle wheel and tyre assemblies	

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

CREDIT TRANSFER PER UNIT OF COMPETENCY

(Credit Transfer can be applied when the student already holds the exact unit, or an equivalent version of the unit. If in doubt, contact the Compliance Team)

INSERT UNIT(S) OF COMPETENCY

CREDIT GRANTED

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"/>	AURAF003	Communicate effectively in an automotive workplace	<input type="checkbox"/>	AURAF003	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	

Number of units:

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.