

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:

INTERNAL CREDIT TRANSFER FORM

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.) - *In case of insufficient space, please use the appendix for certain courses attached to this Form*

INSERT UNIT(S) OF COMPETENCY

CREDIT TRANSFER/NATIONAL RECOGNITION IS BEING APPLIED FOR		CREDIT TRANSFER/NATIONAL RECOGNITION PREVIOUSLY PASSED	
Unit /Module code	Unit/Module name	Unit /Module code	Unit /Module name

UPON COLLECTION OF LETTER OF EXEMPTION:

Student Signature:

Date:

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 ABN: 73 130 044 745 RTO No: 22158 CRICOS: 03013D

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 ATMC reception/ student support hub in person or email info@atmc.edu.au. Otherwise we may not be able to contact you with important information.