

## VET102 - VET APPLICATION FOR CREDIT TRANSFER FORM INSTRUCTIONS

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### PURPOSE OF THIS FORM

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For students who are enrolled with Batchelor Institute in a specified course in the current year, and wish to:

- Receive Credit Transfer for a unit which has been successfully completed at another Registered Training Organisation (RTO) and/or
- Receive Credit Transfer for a unit which has been successfully completed at Batchelor Institute in another qualification

### MANDATORY INFORMATION

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For all students who are seeking Credit Transfer in their currently enrolled course with Batchelor Institute, the following mandatory information must be provided on this form.

**Section 1**

Student Number  
Surname  
Given Names  
Date of Birth  
Postal Address  
Contact number

**Section 2**

Course Code and Title of the course (where the Credit Transfer should be granted)  
BASIS - Completed unit information  
CT - Units sought information

Failure to provide this information will result in this form not being processed.

### COURSE FEES

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Credit Transfers have no course fee charges.

For more information regarding fees, please visit [www.batchelor.edu.au](http://www.batchelor.edu.au)

### COPY OF COMPLETED UNITS

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If a student wishes to receive Credit Transfer for a unit which has been successfully completed at another RTO, evidence of the unit completion must be attached to this application.

Failure to provide this information will result in this form not being processed.

## VET102 - VET APPLICATION FOR CREDIT TRANSFER

The information on this form is collected, reported and stored for the reporting purposes of the National Centre of Vocational Education Research (NCVER) to meet Australian Skills Quality Authority (ASQA) Standards for Total VET Reporting. All information is subject to the Privacy Act.

### SECTION 1 - PERSONAL DETAILS - All students must complete this section.

Student number Preferred name  
 Title  Mr  Mrs  Ms  Miss  Dr *(not a nickname)*  
 Surname Date of birth  
 Given names *(dd/mm/yyyy)*  
 Are you an apprentice?  Yes  No Former surname  
*(if applicable)*  
 Email

### Postal Address & Contact Details - All students must complete this section

Building name Work phone  
 Flat/unit details *(including area code)*  
 Street name Mobile phone  
 Suburb/town Fax number  
 State *(including area code)*  
 Post code

### SECTION 2 - CREDIT TRANSFER DETAILS

As a Registered Training Organisation, Batchelor Institute of Indigenous Tertiary Education recognises the Australian Qualifications Framework and Statement of Attainments issued by other Australian Registered Training Organisations.

Please list the units you have gained and will use as the basis for seeking Credit Transfer for a unit in this course.

**Note:** If the unit was **not completed at Batchelor Institute** you must **attach certified documents as evidence** to this form.

Course code/name

BASIS - Completed units				
Unit code	Institution	Year	Result	Course level

CREDIT TRANSFER - Units sought		
Unit code	Unit title	Approved

### SECTION 3 - DECLARATION AND SIGNATURE - All students should sign to avoid delay in processing

*I declare that the information I have supplied on this form is, to the best of my knowledge, correct and complete.*

Student signature

Date

This information will be collected and stored and used at Batchelor Institute in accordance with the Information Privacy Principles set out in the Northern Territory Information Act. If you have any queries regarding storage and collection of your information, please refer to the Institute's Privacy Statement [www.batchelor.edu.au/privacy-statement](http://www.batchelor.edu.au/privacy-statement) or contact the Institute at [privacyofficer@batchelor.edu.au](mailto:privacyofficer@batchelor.edu.au) or phone (08) 8939 7345.

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**OFFICE USE ONLY**

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Lecturer Directorate

Lecturer name

Lecturer signature

Date

Date received by S. Prog

Date processed by S. Prog

Processed by *(name)*Processed by *(signature)*