

VET102 - VET APPLICATION FOR CREDIT TRANSFER FORM INSTRUCTIONS

PURPOSE OF THIS FORM

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

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

Credit Transfers have no course fee charges.

For more information regarding fees, please visit www.batchelor.edu.au

COPY OF COMPLETED UNITS

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	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Preferred name	<input type="text"/>
Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Miss <input type="radio"/> Dr	(not a nickname)	
Surname	<input type="text"/>	Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Given names	<input type="text"/>	(dd/mm/yyyy)	
Are you an apprentice?	<input type="radio"/> Yes <input type="radio"/> No	Former surname	<input type="text"/>
		(if applicable)	
Email	<input type="text"/>		

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

Building name	<input type="text"/>	Work phone	<input type="text"/> <input type="text"/>
Flat/unit details	<input type="text"/> Street/lot no. <input type="text"/>	(including area code)	
Street name	<input type="text"/>	Mobile phone	<input type="text"/>
Suburb/town	<input type="text"/>	Fax number	<input type="text"/> <input type="text"/>
State	<input type="text"/> Post code <input type="text"/>	(including area 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	<input type="text"/>
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BASIS - Completed units					CREDIT TRANSFER - Units sought		
Unit code	Institution	Year	Result	Course level	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	<input type="text"/>	Date	<input type="text"/>
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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/about/information-act/privacy-statement/ or contact enquiries@batchelor.edu.au or phone 1800 677 095

OFFICE USE ONLY

Lecturer Directorate

Lecturer name

Lecturer signature

Date

Date received by S. Prog

Date processed by S. Prog

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