

The Brisbane North Institute of TAFE is collecting information on this form in accordance with the Information Privacy Act 2009. The institute is collecting the information on this form to assess and process a credit transfer. Only authorised departmental officers will have access to this information and your personal details will not be given to any other third party without your written consent, unless authorised or required by law.

CREDIT TRANSFER PROCESSING CHECKLIST

- All applications for credit transfer must be submitted with this completed checklist within **5 weeks from start of study** to be considered for a refund.
- One form must be completed per program, and students must have at least one active enrolment into the program for which credit transfer is being sought.
- A student cannot credit an entire qualification (except in the case of user choice funded).

Responsible Officer	Steps	Tick when completed
Start	Student submits application for Credit Transfer to Teacher	n/a
Teacher / Assessor	1. Ensure student has fully completed “Part A” of the application <ul style="list-style-type: none"> ▪ Complete on their behalf if not fully completed ▪ Student may also need assistance to complete required information in Part B 	<input type="checkbox"/>
Teacher / Assessor	2. Complete “Part B” of the application <ul style="list-style-type: none"> ▪ To accurately process, <u>all details must be completed</u> and all course codes must include all letters and numbers. This is important when identifying versions. E.g. CHCORG6A. ▪ Where there is significant version / training package changes a spread sheet can be attached instead of completing ‘Part B’ however the spread sheet must include all fields as per this application to be able to be processed. 	<input type="checkbox"/>
Teacher / Assessor VETU Admin (printing of AAT)	3. Attach supporting documentation from TAFE QLD and any external providers showing grade for credit (if applicable) <ul style="list-style-type: none"> ▪ An Academic Advisement Transcript (AAT) is required to be attached for all credit transfers to confirm that the student has an active enrolment in the program (to be requested by teacher from VETU Admin). ▪ If the student has completed units from a TAFE Queensland Institute the Academic Advisement Transcript must have the units being credited highlighted. ▪ If the student has completed units with a provider other than TAFE Qld, documentation from the relevant provider must be attached to the transfer credit application form along with the AAT. 	<input type="checkbox"/>
Teacher / Assessor	4. Credit Transfer Support <ul style="list-style-type: none"> ▪ The teacher must indicate if the credit is supported or not, by writing either YES or NO in the space provided on the application form and initialling the form for each credit. 	<input type="checkbox"/>
VETU Admin	5. Complete “Part C” of the application <ul style="list-style-type: none"> ▪ If drops are required as a part of this application, an IF661 Application for Enrolment Amendment must be completed and attached. ▪ If a credit / refund will be generated as a result of this application (and it is within 5 weeks from start of study) an IF660 Application for Refund must be completed and attached. 	<input type="checkbox"/>
Education Business Manager	6. Credit Transfer approval <ul style="list-style-type: none"> ▪ The credit transfer application form must have the approval signature from the Education Business Manager prior to processing. 	<input type="checkbox"/>
Academic Hub	7. Process Credit Transfer	<input type="checkbox"/>
CSIC Admin	8. Process Drop(s) and/or Refund if applicable	<input type="checkbox"/>
End	Paperwork filed	n/a

PART A: [Student to complete] Please use **BLOCK LETTERS** and print your name in full

Student Number

Family Name Given Name/s

Date of Birth / / Email

Home Phone Mobile Phone

Home Address

City/Suburb State P/C

Mail Address

('as above' if same) City/Suburb State P/C

PART B: Details of course / program for which credit is being sought:

Applicants must attach full documentary evidence or certified copies in support of this application, an Academic Advisement Transcript will also be required for units studied through a TAFE Queensland Institute.

Course / Training Package code Course / Training Package name

Details of study completed

Student to complete

Details of credit being claimed

Teacher / Assessor to complete

Institute & Qualification Name	Unit / Module Code	Unit / Module Name	Year	Unit / Module Code	Unit / Module Name	Yes No	Teacher Initials

NOTE: Please see Page 3 if you require further unit / module credits

PART C: [VETU Admin to complete]

Are drops required to process this application? Yes No (If Yes – complete and attach IF661 Enrolment Amendment form)

Has the application been submitted within 5 weeks from SOS? Yes No (If Yes – complete and attach IF661 Refund form)

<p>Applicant Certification</p> <p>I confirm the accuracy of the information provided.</p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>Education Business Manager Approval</p> <p>I acknowledge that I have sighted the original or certified copies of the documents supporting this application and approve the credit transfer(s).</p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>
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Academic Hub Use Only:	Processed By:	Date:
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