



**1**  
COURSE  
INFORMATION

Choose the course(s)  
you are applying for ▶

- SIT30821 - Certificate III in Commercial Cookery
- SIT40521 - Certificate IV in Kitchen Management
- BSB80320 - Graduate Diploma of Strategic Leadership
- BSB80120 - Graduate Diploma of Management (Learning)

**2**  
PERSONAL DETAILS

Title ▶  Mr.  Mrs.  Miss  Dr.  Other

Family Name ▶

Given Name(s) ▶

Email Address ▶

Contact Number ▶

**3**  
UNITS DETAILS

Units ▶  
*Units for which the credit is  
required*

**From**  
(Units studied at Previous provider)

**To**  
(Matching units at AIT)

*Use extra sheet if more units are to be stated.*

**4**  
INFORMATION

**Information related to  
Credit Transfer ▶**

- For application to be processed further, the students need to provide the Statement of Attainment or Certificate / Record of Results or some other document as evidence of completion of the unit(s), issued by a registered training provider in Australia.
- Credit transfer application must be lodged before the commencement of studies.
- If the application gets approved, the length of the course will be shortened accordingly.
- The student will be communicated the outcome of the application within 14 working days.

**5**  
PRIVACY

**Privacy Information ▶**

**Why we collect your personal information**

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

**How we use your personal information**

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

**5**  
**PRIVACY**  
(Cont.)

**How we disclose your personal information**

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

**How NCVER and other bodies handle your personal information**

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

**Surveys**

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

**Contact information**

At any time, you may contact Austin Institute of Trades (AIT) to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Please refer to AIT's Privacy Policy available at website. You may contact AIT to get the copy of Privacy Policy as well.

## 6 STUDENT DECLARATION

**Declaration ▶** I declare that I wish to apply for course credit as outlined in this form. I have been communicated all the information in regards to course credit. The attachment with this form is the soft/hard copy form of my original academic document. All the information provided in the form is correct and complete.

**Student Signature ▶**

**Date ▶**

## 7 OFFICE USE ONLY OUTCOME

**Credit Transfer Approved? ▶**  Yes  No

**If Not Approved, Reason ▶**

**If Approved, Details ▶**  
*If more units are stated, please use extra sheet*

Unit Code	Unit Title
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<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
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<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>

## 8 OFFICE USE ONLY EFFECTS

**Duration Change ▶** Recommended reduction from the proposed course duration:  
 Weeks / Months

**Course Fee Change ▶** Recommended reduction from the course fee:  
 AUD

**Timetable / Training Plan Change ▶**  Yes  No

## 9 OFFICE USE ONLY CHECKLIST

- Finalising Credit Transfer Application ▶**
- Has the Student been notified of the changes as result of credit transfer?
  - Has it been updated on Student Management System?
  - Have the Student Support and Accounts department been notified about the reduction of duration and fees?
  - Please file this document along with the application in student file.
  - Has the Trainer notified the Student about the change in timetable?

**Comments ▶**

**Student informed? ▶**  Yes  No  
 If Yes, Mode of Communication

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OFFICE USE ONLY  
OFFICIAL DETAIL

Name ▶

Position ▶

Signature ▶

Date ▶

**Austin Institute of Trades**  
A: 242 Lygon St, Carlton VIC 3053, Australia  
E: [info@austin.edu.au](mailto:info@austin.edu.au)  
W: <http://www.austin.edu.au>