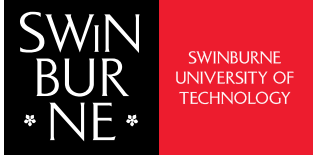


# Advanced Standing Credit Transfer

## Vocational Education



Credit Transfer is the SAME or EQUIVALENT (content and learning outcomes), as stated in Curriculum or Training Package documentation, for a unit of competency which has been successfully completed at another educational institution. No fees apply.

### Instructions for Student

1. Complete Sections A and B.
2. Attach certified copies of academic transcript(s) and qualification(s) to this form (if previously not submitted).
3. Submit this form and supporting documentation in person to studentHQ or via email to [askgeorge@swin.edu.au](mailto:askgeorge@swin.edu.au)

### Instructions for studentHQ and Enrolment Advisor/Apprentice Officer

1. StudentHQ to forward this form and certified supporting documentation to Enrolment Specialist (PAVE) - ES(PAVE) or Apprenticeship Officer (AO).
2. ES(PAVE)/AO to commence assessment & application process in Student One.
3. If required, the ES(PAVE)/AO forward the form and supporting documentation to relevant Manager in the teaching department for approval.

### Instructions for Manager

1. Assesses the documentation provided for each unit.
2. Complete all sections and return completed form and certified supporting documentation to the ES(PAVE)/AO to finalise the application in Student One.

EA: [eapave@swin.edu.au](mailto:eapave@swin.edu.au)

AO: [shqapprentices@swin.edu.au](mailto:shqapprentices@swin.edu.au)

### Section A – Student Details

Student First Name	Student Surname	Student ID:
Contact Number:	National Course Code:	National Course Title

### Section B – Unit Information and Outcome

Unit(s) Previously Achieved (from another course/institution)				Swinburne Unit(s) (for which Credit Transfer is being sought)		Unit outcome	
Unit Code	Unit Title	Institution	Year	National Unit Code	National Unit Title	Granted	
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No

### Section C – Department Approval

Department name	Signature	Staff member name
Manager/Enrolment Advisor Name	Date	Signature
		Date