

Course Transition Form

This form is used when a qualification/Accredited Course or Unit of Competency is being superseded and replaced with a new qualification/Accredited Course or Unit of Competency.

In accordance with VET regulations, all enrolled students must transition (transfer) into the current qualification or Accredited Course or Unit of Competency within twelve (12) months of the replacement being formally released on the national register or as advised by the department or if there is any significant changes to the delivery schedule.

The transition may affect the timetable/study schedule that has been previously issued to you and course duration and/or total fees may increase depending on the new duration. You can obtain copy of the new timetable from your trainer/assessor or student administration.

The change of course duration for International Students will be reported via PRISMS under section 19 of the ESOS ACT 2000.

Section 1 – Student Details

Student Name:			
Student ID:		Mobile:	
Email:			
Qualification / Course Units/Modules currently enrolled (being superseded):			

Section 2 – Change Details

<input type="checkbox"/> I wish to transfer to the following Qualification:			
Transition Date:	/ /		
Qualification / Course Units/Modules:			
Signature		Date:	/ /

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Section 3 – Authorisation

Requested Change has been approved? Yes No

Signature:		Position:	Admissions Manager/ Academic Co-ordinator
Print Name:		Date Processed:	

Official Use Only

Changed in SMS:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Statement of Attainment issued of superseded qualification	
Letter of Offer and Agreement signed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Credits granted for equivalent units of competency	
Revised CoE Issued:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /
Revised timetable issued:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Signature:	