

Study Period Transfer: How To

Step 1 – Login to website and navigate to Enrolments and Results

Once log into the ANZIIF website, please go to *My Account > Enrolments and Results*. You will see your current enrolments. If Study Period Transfer is available, there will be a link named *Request transfer* as shown below.

A description of the grades can be found in the [Grade Results Table](#).

Filter by Year
2025

Enrolments

Code	Description	Study Period	Study Dates	Transfer Study period
BR30014-20	Managing broking client claims	SF2511	04 June 2025 - 10 July 2025	Request transfer
BR30012-20	Provide advice in insurance broking	SF2511	04 June 2025 - 10 July 2025	Request transfer
BR30003-20	Prepare submissions for new insurance broking business	SF2511	04 June 2025 - 10 July 2025	Request transfer
BR30002-20	Manage changes to a broking client's insurance program	SF2511	04 June 2025 - 10 July 2025	Request transfer
BR30011-20	Deliver professional insurance broking services	SF2511	04 June 2025 - 10 July 2025	Request transfer
BR30006-20	Manage complex risk portfolio for a broking client	SF2511	04 June 2025 - 10 July 2025	Request transfer

My Account

- Update my Profile Details
- Security Settings
- Enrolments and Results
- Manage Communication Preferences
- My CIP Points
- Add CIP Points
- Invoice History
- Manage Membership

Click on the link for the enrolment you wish to transfer. For the example, unit BR3012-20 is being transferred.

Step 2 - Complete the transfer request

Fill in the Available Course to the qualification you are studying towards, Study Period and Supervisor. Then click Add to Cart.

0.00 CIP Points Support Learning My Account (SPTransfer) Sign Out 

 Professional Development Membership Your Career About ANZIIF Search here... 

Request A Study Period Transfer

Study Details

Enrolling for Myself Someone else

Available Course
Diploma of Insurance Broking (FNS20) 

Subjects
Provide advice in insurance broking 

Study Period
SF2513 - Exam 23 Jul 2025 

SF2513
Study Period 02 Jul - 07 Aug

0 CIP Points Skill Unit

BR30012-20
Change Unit Study Period

AUD \$0.00
SPTransfer Test (511768)

Add to Cart

Find a supervisor

Exam supervisors can be one of the following

01. Human Resources or Training Manager
02. A current qualified member of the Australian and New Zealand Institute of Insurance and Finance
03. A teacher or person working in the education field
04. A workplace manager to whom you do not directly report

Importantly however, a supervisor cannot be a family member or a friend.

Test Supervisor (500347) 

Step 3 - Review and checkout your cart

Fill in the required Billing Address information if required and click *Proceed*.

0.00 CIP Points [Support](#) [Learning](#) [My Account \(SPTransfer\)](#) [Sign Out](#)

[Professional Development](#) [Membership](#) [Your Career](#) [About ANZIIF](#)

Checkout

Billing Address

Email Address Mobile Number

Address Line 1

Address Line 2 (Optional)

Review Your Order (2.00 items)

Discount - General (BR30012-2...	AU \$-320
BR30012-20	AU \$320
Discount(s)	-\$320.00
GST	\$0
Subtotal	\$0
Total	inc. GST \$0

[Proceed](#)

Shipping Address

Same as billing address

Important note: Study period transfers requested *prior* to the enrolment change cut off date (as listed in the academic calendars) will be processed at no charge.

Study period transfers requested *after* the enrolment change cut off date will incur a \$30 AUD/ \$35 NZD administrative charge.

If a transfer fee is applicable, payment will be required, and you will be redirected to a payment page.

Step 4 - Your request has been submitted

The Study Period Transfer request is now submitted, and an Enrolment Confirmation with the new details will be sent once completed.

If you were transferring a unit you have re-enrolled into which has any assessment that were carried over, please contact Customer Service to ensure the assessments are allocated to the newly transferred enrolment.

0.00 CIP Points[Support](#) [Learning](#)

[Professional Development](#) ▾[Membership](#) ▾[Your Career](#) ▾[About ANZIIF](#) ▾

Thank you for your order

Your Study Period Transfer has been lodged and will be completed within the hour. You will receive an Enrolment Confirmation once the process has been completed.

When an enrolment is in the process of being transferred, you will see the Transfer Study Period status change to Processing Transfer.

Enrolments

Code	Description	Study Period	Study Dates	Transfer Study period
BR30012-20	Provide advice in insurance broking	SF2513	02 July 2025 - 07 August 2025	Processing Transfer
BR30003-20	Prepare submissions for new insurance broking business	SF2511	04 June 2025 - 10 July 2025	Request transfer