

Course Credit Transfer Application Form - Accounting

F-1.5.1



Instructions:

- Identify (by ticking) the unit of competency you wish to apply for course credit.
- Submit your application form with original/certified supporting documents to Marketing/Student Services (where relevant).
- This completed form is forwarded to the relevant Course Coordinators who will contact you to discuss your application if needed.
- There are no fees for Course Credit Transfer. Assessment fee applies for RPL/RCC. The failure in payment will be deemed as unsuccessful in RPL/RCC.

Glossary:

- **CT (Credit Transfer)** - The granting of status or credit by an institution or training organisation to students for modules (subjects) or units of competency completed at the same or another institution or training organisation.

Section 1. Student to complete

First Name: _____ Last Name: _____

Contact Number: _____ Email: _____

***For current student only**

*Student Number: _____ *College: _____

*Course enrolled: _____

Note: Please identify (by ticking) the unit of competency you wish to apply for course credit.

Certificate IV in Accounting and Bookkeeping (FNS40217)				
Subject	Unit Code	Unit Title	Tick	Office Use Only
Business Documentation	BSBITU306	Design and produce business documents		
	BSBWRT301	Write simple documents		
Cloud Computing into Business	BSBSMB412	Introduce cloud computing into business operations		
Subsidiary Accounts and Ledgers	FNSACC312	Administer subsidiary accounts and ledgers		
Accounting and Bookkeeping Industry	FNSACC408	Work effectively in the accounting and bookkeeping industry		
Financial Accounting	FNSACC311	Process financial transactions and extract interim reports		
	BSBFIA401	Prepare financial reports		
Complex Spreadsheets	BSBITU402	Develop and use complex spreadsheets		
Computerised Accounting System	FNSACC416	Set up and operate a computerised accounting system		
Accounting and Budgeting	FNSACC414	Prepare financial statements for non-reporting entities		
	FNSACC412	Prepare operational budgets		
Payroll and Activity Statements	FNSTPB401	Complete business activity and instalment activity statements		
	FNSTPB402	Establish and maintain payroll systems		
Diploma of Accounting (FNS50217)				
Accounting and Bookkeeping Industry*	FNSACC408	Work effectively in the accounting and bookkeeping industry		
Financial Accounting*	FNSACC311	Process financial transactions and extract interim reports		
	BSBFIA401	Prepare financial reports		
Complex Spreadsheets*	BSBITU402	Develop and use complex spreadsheets		
Computerised Accounting System*	FNSACC416	Set up and operate a computerised accounting system		
Financial Performance	FNSACC511	Provide financial and business performance information		
Internal Control Procedure	FNSACC516	Implement and maintain internal control procedures		
Income Tax Return	FNSACC512	Prepare tax documentation for individuals		
Corporate Accounting	FNSACC514	Prepare financial reports for corporate entities		

Cost and Management Accounting	FNSACC513	Manage budgets and forecasts		
	FNSACC517	Provide management accounting information		
<i>*This unit is delivered in the FNS40217 Certificate IV in Accounting and Bookkeeping</i>				
Advanced Diploma of Accounting (FNS60217)				
Accounting and Bookkeeping Industry*	FNSACC408	Work effectively in the accounting and bookkeeping industry		
Financial Accounting*	FNSACC311	Process financial transactions and extract interim reports		
	BSBFIA401	Prepare financial reports		
Financial Performance**	FNSACC511	Provide financial and business performance information		
Internal Control Procedure**	FNSACC516	Implement and maintain internal control procedures		
Income Tax Return**	FNSACC512	Prepare tax documentation for individuals		
Principles of Economics	FNSINC601	Apply economic principles to work in the financial services industry		
Business Statistics	FNSINC602	Interpret and use financial statistics and tools		
Auditing and Reporting	FNSACC606	Conduct internal audit		
	FNSACC602	Audit and report on financial systems and records		
Corporate Governance	FNSACC604	Monitor corporate governance activities		
Tax Plans and Compliance	FNSACC603	Implement tax plans and evaluate tax obligations		
Evaluate Business Risk & Performance	FNSACC608	Evaluate organisation's financial performance		
	FNSACC609	Evaluate financial risk		
<i>* This unit is delivered in the FNS40217 Certificate IV in Accounting and Bookkeeping</i>				
<i>**This unit is delivered in the FNS50217 Diploma of Accounting</i>				

Supporting evidence: Certificate Transcript Others: _____

Student Declaration:

- I wish to apply for Course Credit in the above-mentioned course or units and certify that the information supplied by me including any original/certified supporting documents is to the best of my knowledge and true and accurate.
- I understand that once course credit has been granted, the duration of my course may be shortened, hence a new eCOE will be issued.
- I will be responsible to advise the Department of Home Affairs for any new changes to my course duration.
- I understand and agree to follow a different course plan as an outcome of Course Credit grant for the above-mentioned course or units.

Signature of Student: _____ Date: _____

Official Use Only

Section 2. Marketing or Student Services to complete

- To be completed **before** Course Coordinator assessed application

Received and Checked by: _____ Signature: _____ Date: _____

Section 3. Course Coordinators to complete

GRANTED

Number of subjects granted: _____ Based on evidence provided by: _____

Duration of Course affected: _____ Proposed new end date: _____

Direct entry granted: _____ Assessment fees (for RPL/RCC): _____

Notes: _____

REFUSED

Number of subjects refused: _____

Reason for refusal

Assessed and Approved by Course Coordinator

Name: _____ Signature: _____ Date: _____

Section 4. Marketing or Student Services to complete

4.1 Student has been contacted, informed and acknowledged the following information.

- The outcome of course credit application (Granted/Refused).
- If granted
 - The duration of his/her course may be shortened, hence a new eCOE will be issued and he/she will be responsible to advise the Immigration Department for any new changes to his/her course duration.
- If refused
 - According to National Code Standard 8, he/she reserves the right to access the College's complaints and appeals processes within 20 days of receiving this decision to have his/her grievances heard and addressed.

4.2 To be completed (**Only if Course Credit is granted**)

- New eCOE created
 - Yes Created by: _____ Signature: _____ Date: _____
 - N/A
- Updated student enrolment in Paradigm by: _____ Signature: _____ Date: _____