

# Course Credit Transfer Application Form - Early Childhood Education and Care



F-1.5.26

**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 III in Early Childhood Education and Care (CHC30113)**

Subject	Unit Code	Unit Title	Tick	Office Use Only
Working in early childhood education	BSBWOR301	Organise personal work priorities and development		
	CHCLEG001	Work legally and ethically		
	CHCECE009	Use an approved learning framework to guide practice		
Working safely in a care environment	CHCPRT001	Identify and respond to children and young people at risk		
	CHCECE002	Ensure the health and safety of children		
	HLTAID004	Provide an emergency first aid response in an education and care setting		
Caring for babies, toddlers and children	CHCECE005	Provide care for babies and toddlers		
	CHCECE003	Provide care for children		
	CHCECE004	Promote and provide healthy food and drinks		
Cultural awareness in early childhood education	CHCECE001	Develop cultural competence		
	CHCDIV001	Work with diverse people		
	CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety		
Support children's behaviour & build relationships	CHCECE007	Develop positive and respectful relationships with children		
	CHCECE006	Support behaviour of children and young people		
Support child development & provide experiences	CHCECE011	Provide experiences to support children's play and learning		
	CHCECE013	Use information about children to inform practice		
WHS & holistic development of children	CHCECE010	Support the holistic development of children in early childhood		
	HLTWHS001	Participate in workplace health and safety		

**Diploma of Early Childhood Education and Care (CHC50113)**

Subject	Unit Code	Unit Title	Ti-ck	Office Use Only
Working in early childhood education*	BSBWOR301	Organise personal work priorities and development		
	CHCLEG001	Work legally and ethically		
	CHCECE009	Use an approved learning framework to guide practice		
Working safely in a care environment*	CHCPRT001	Identify and respond to children and young people at risk		
	CHCECE002	Ensure the health and safety of children		
	HLTAID004	Provide an emergency first aid response in an education and care setting		
Caring for babies, toddlers and children*	CHCECE005	Provide care for babies and toddlers		
	CHCECE003	Provide care for children		
	CHCECE004	Promote and provide healthy food and drinks		
Cultural awareness in early childhood education*	CHCECE001	Develop cultural competence		
	CHCDIV001	Work with diverse people		
	CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety		
Support children's behaviour & build relationships*	CHCECE007	Develop positive and respectful relationships with children		
	CHCECE006	Support behaviour of children and young people		
WHS	CHCECE016	Establish and maintain a safe and healthy environment for children		
	HLTWHS003	Maintain work health and safety		
Childhood development and creativity	CHCECE017	Foster the holistic development and wellbeing of the child in early childhood		
	CHCECE018	Nurture creativity in children		
Understand & support child development	CHCECE023	Analyse information to inform learning		
	CHCECE024	Design and implement the curriculum to foster children's learning and development		
	CHCECE020	Establish and implement plans for developing cooperative behaviour		
	CHCECE021	Implement strategies for the inclusion of all children		
	CHCECE022	Promote children's agency		
Becoming a leader	CHCECE026	Work in partnership with families to provide appropriate education and care for children		
	CHCECE025	Embed sustainable practices in service operations		
	CHCPOL002	Develop and implement policy		
	BSBLED401	Develop teams and individuals		
	CHCECE019	Facilitate compliance in an education and care services		

\* Working in early childhood education, Working safely in a care environment, Caring for babies, toddlers and children, Cultural awareness in early childhood education, and Support children's behaviour & build relationships are delivered in CHC30113 Certificate III in Early Childhood Education and Care. Students having direct entry into CHC50113 Diploma of Early Childhood Education and Care must complete these subjects. Students who have achieved CHC30113 Certificate III in Early Childhood Education and Care will be given credits for these subjects.

**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**

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**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: \_\_\_\_\_