

# Course Credit Transfer Application Form – Hospitality Management



F-1.5.31

**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.**

Diploma of Hospitality Management (SIT50416)				
Subject	Unit Code	Unit Title	Tick	Office Use Only
Client Relations	SITXWHS003	Implement and monitor work health and safety practices		
	SITXCOM005	Manage conflict		
Tourism Operations	SITTTSL005	Sell tourism products and services		
	SITTTSL006	Prepare quotations		
	SITXCCS002	Provide visitor information		
Financial Budgets	SITXFIN003	Manage finances within a budget		
	SITXFIN004	Prepare and monitor budgets		
Workplace Diversity and Customer Service	BSBDIV501	Manage diversity in the workplace		
	SITXCCS008	Develop and manage quality customer service practices		
Marketing Strategy	SITXMPR007	Develop and implement marketing strategies		
Work Operations	SITXMGT001	Monitor work operations		
	SITXMGT002	Establish and conduct business relationships		
Human Resources Management	SITXHRM004	Recruit, select and induct staff		
	SITXHRM002	Roster staff		
	SITXHRM006	Monitor staff performance		
	SITXHRM003	Lead and manage people		
ICT Presentations	BSBITU312	Create electronic presentations		
	BSBCMM401	Make a presentation		
ICT Business Documents	BSBITU306	Design and produce business documents		
	BSBITU402	Develop and use complex spreadsheets		
WHS and Regulations	SITXGLC001	Research and comply with regulatory requirements		
	SITXWHS004	Establish and maintain a work health and safety system		
Customer Service	SITXCCS007	Enhance customer service experiences		
Operational Management	BSBMGT517	Manage operational plan		
Food Safety	SITXFSA001	Use hygienic practices for food safety		
Cultural Sensitivity	SITXCOM002	Show social and cultural sensitivity		
Sustainability	BSBSUS501	Develop workplace policy and procedures for sustainability		
Work Based Training	SITHIND004	Work effectively in hospitality service		

**Advanced Diploma of Hospitality Management (SIT60316)**

Subject	Unit Code	Unit Title	Tick	Office Use Only
Client Relations	SITXWHS003	Implement and monitor work health and safety practices		
	SITXCOM005	Manage conflict		
Tourism Operations	SITTTSL005	Sell tourism products and services		
	SITTTSL006	Prepare quotations		
	SITXCCS002	Provide visitor information		
Financial Budgets	SITXFIN003	Manage finances within a budget		
	SITXFIN004	Prepare and monitor budgets		
Workplace Diversity and Customer Service	BSBDIV501	Manage diversity in the workplace		
	SITXCCS008	Develop and manage quality customer service practices		
Marketing Strategy	SITXMPR007	Develop and implement marketing strategies		
Work Operations	SITXMGT001	Monitor work operations		
	SITXMGT002	Establish and conduct business relationships		
Human Resources Management	SITXHRM004	Recruit, select and induct staff		
	SITXHRM002	Roster staff		
	SITXHRM006	Monitor staff performance		
	SITXHRM003	Lead and manage people		
ICT Presentations*	BSBITU312	Create electronic presentations		
	BSBCMM401	Make a presentation		
ICT Business Documents	BSBITU306	Design and produce business documents		
	BSBITU402	Develop and use complex spreadsheets		
WHS and Regulations	SITXGLC001	Research and comply with regulatory requirements		
	SITXWHS004	Establish and maintain a work health and safety system		
Customer Service	SITXCCS007	Enhance customer service experiences		
Operational Management	BSBMGT517	Manage operational plan		
Food Safety	SITXFSA001	Use hygienic practices for food safety		
Cultural Sensitivity	SITXCOM002	Show social and cultural sensitivity		
Sustainability	BSBSUS501	Develop workplace policy and procedures for sustainability		
Work Based Training	SITHIND004	Work effectively in hospitality service		
Process Accounts	BSBFIA303	Process accounts payable and receivable		
Financial Information	SITXFIN002	Interpret financial information		
Manage Finances	BSBFIM601	Manage finances		
Physical Asset	SITXFIN005	Manage physical assets		
Business Plan	BSBMGT617	Develop and implement a business plan		
* These subjects/ units are delivered in SIT50416 Diploma in Hospitality Management				

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

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: \_\_\_\_\_