

# Application for Course Credit Transfer 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 application.

**Glossary:**

- **Credit Transfer (CT)** - 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 (FNS40222)				
Subject	Unit Code	Unit Title	Tick	Office Use Only
Business Documentation	BSBTEC301	Design and produce business documents		
	BSBWRT311	Write simple documents		
Simple Spreadsheets	BSBTEC302	Design and produce spreadsheets		
Subsidiary Accounts and Ledgers	FNSACC322	Administer subsidiary accounts and ledgers		
Accounting and Bookkeeping Industry	FNSACC418	Work effectively in the accounting and bookkeeping industry		
Financial Accounting	FNSACC321	Process financial transactions and extract interim reports		
	FNSACC421	Prepare financial reports		
Complex Spreadsheets	BSBTEC402	Design and produce complex spreadsheets		
Computerised Accounting System	FNSACC426	Set up and operate computerised accounting systems		
Accounting and Budgeting	FNSACC414	Prepare financial statements for non-reporting entities		
	FNSACC412	Prepare operational budgets		
Payroll and Activity Statements	FNSTPB411	Complete business activity and instalment activity statements		
	FNSTPB412	Establish and maintain payroll systems		
Diploma of Accounting (FNS50222)				
Accounting and Bookkeeping Industry*	FNSACC418	Work effectively in the accounting and bookkeeping industry		
Financial Accounting*	FNSACC321	Process financial transactions and extract interim reports		
	FNSACC421	Prepare financial reports		
Complex Spreadsheets*	BSBTEC402	Design and produce complex spreadsheets		
Financial Performance	FNSACC521	Provide financial and business performance information		
Income Tax Return	FNSACC522	Prepare tax documentation for		

		individuals		
Internal Control Procedures	FNSACC526	Implement and maintain internal control procedures		
Accounting Information System	FNSACC505	Establish and maintain accounting information systems		
Corporate Accounting	FNSACC524	Prepare financial reports for corporate entities		
Cost and Management Accounting	FNSACC523	Manage budgets and forecasts		
	FNSACC527	Provide management accounting information		
<i>*This subject or unit is delivered in the FNS40222 Certificate IV in Accounting and Bookkeeping</i>				
<b>Advanced Diploma of Accounting (FNS60222)</b>				
Financial Performance**	FNSACC521	Provide financial and business performance information		
Internal Control Procedures**	FNSACC526	Implement and maintain internal control procedures		
Income Tax Return**	FNSACC522	Prepare tax documentation for individuals		
Corporate Accounting**	FNSACC524	Prepare financial reports for corporate entities		
Cost and Management Accounting**	FNSACC523	Manage budgets and forecasts		
	FNSACC527	Provide management accounting information		
Corporate Governance	FNSACC634	Monitor corporate governance activities		
Evaluate Business Risk & Performance	FNSACC608	Evaluate organisation's financial performance		
	FNSACC609	Evaluate financial risk		
Tax Plans and Compliance	FNSACC603	Implement tax plans and evaluate tax obligations		
Auditing and Reporting	FNSACC606	Conduct internal audit		
	FNSACC602	Audit and report on financial systems and records		
Business Statistics	FNSINC612	Interpret and use financial statistics and tools		
Principles of Economics	FNSINC611	Apply economic principles to work in the financial services industry		
<i>**This subject or unit is delivered in the FNS50222 Diploma of Accounting</i>				

**Supporting Evidence:** Certificate    Transcript    Others: \_\_\_\_\_

**Student Declaration:**

- I wish to apply for Course Credit in the above-mentioned course or unit/s 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 electronic Confirmation of Enrolment (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 unit/s.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**Official Use Only**

**Section 2. Student Services to Complete**

- To be completed **before** Course Coordinator assesses the application.

Received and checked by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 3. Course Coordinator to Complete**

**GRANTED**

Number of subjects granted: \_\_\_\_\_ Based on evidence provided by: \_\_\_\_\_

Duration of course affected: \_\_\_\_\_ Proposed new end date: \_\_\_\_\_

Direct entry granted: \_\_\_\_\_

<p><b>Notes:</b></p>          <p><b>Action Plan:</b></p>
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**REFUSED**

Number of subjects refused: \_\_\_\_\_

Reason for refusal:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Assessed and Approved by Course Coordinator**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 4. Student Services to Complete**

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

- The outcome of course credit application (Granted/Refused).
- If granted
  - The duration of their course may be shortened, hence a new eCOE will be issued and they will be responsible to advise the Department of Home Affairs of any new changes to their course duration.
- If refused
  - According to National Code Standard 10, they reserve the right to access the College's complaints and appeals processes within 20 days from receiving this decision to have their grievances heard and addressed.

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

- New eCOE created

Yes

N/A

- Updated student enrolment in Paradigm by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_