

# Application for Course Credit Transfer – 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 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 III in Early Childhood Education and Care (CHC30121)				
Subject	Unit Code	Unit Title	Tick	Office Use Only
Children's Health and Safety	CHCECE031	Support children's health, safety and wellbeing		
Work Environment and Legal Obligations	CHCECE055	Meet legal and ethical obligations in children's education and care		
	CHCECE056	Work effectively in children's education and care		
Provide First Aid	HLTAID012	Provide First Aid in an education and care setting		
WHS in Early Childhood Education	HLTWHS001	Participate in workplace health and safety		
Nurture Babies and Toddlers	CHCECE032	Nurture babies and toddlers		
Behaviour Management Skills	CHCECE033	Develop positive and respectful relationships with children		
Professional Development	CHCPRP003	Reflect on and improve professional practice		
Child Protection	CHCPRT025	Identify and report children and young people at risk		
Use a Learning Framework	CHCECE034	Use an approved learning framework to guide practice		
Program Planning	CHCECE036	Provide experiences to support children's play and learning		
Support Holistic Child Development	CHCECE035	Support the holistic learning and development of children		
Culture Diversity and Inclusion	CHCDIV001	Work with diverse people		
	CHCECE030	Support inclusion and diversity		
	CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures		
Children and Nature	CHCECE037	Support children to connect with the natural environment		
Observation Fundamentals	CHCECE038	Observe children to inform practice		
Diploma in Early Childhood Education and Care (CHC50121)				
Analyse Information for Programming	CHCECE047	Analyse information to inform children's learning		
Plan and Implement Curriculum	CHCECE048	Plan and implement children's education and care curriculum		
Nurture Creativity in Children	CHCECE043	Nurture creativity in children		
Sustainable Service Operations	CHCECE049	Embed environmental responsibility in service operations		
Compliance in Education and Care	CHCECE044	Facilitate compliance in a children's education and care service		
Respond to Grievances and	CHCECE053	Respond to grievances and complaints about the service		

Complaints				
Foster Positive Behaviour in Children	CHCECE045	Foster positive and respectful interactions and behaviour in children		
Implement Inclusive Strategies	CHCECE046	Implement strategies for the inclusion of all children		
Holistic Development in Children	CHCECE042	Foster holistic early childhood learning, development and wellbeing		
Collaborative Practices	CHCECE052	Plan service and supports for children and families		
Health and Safety Management	CHCECE041	Maintain a safe and healthy environment for children		
Work in Partnership with Families	CHCECE050	Work in partnership with children's families		
Manage Teams	BSBTWK502	Manage team effectiveness		
Supportive Management Skills	BSBHRM413	Support the learning and development of teams and individuals		
Professional Development*	CHCPRP003	Reflect on and improve own professional practice		

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



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