

Application for Course Credit Transfer – 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 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.

Diploma of Hospitality Management (SIT50422)				
Subject	Unit Code	Unit Title	Tick	Office Use Only
Customer Service	SITXCCS015	Enhance customer service experiences		
	SITXCCS016	Develop and manage quality customer service practices		
Human Resources Management 2	SITXHRM010	Recruit, select and induct staff		
	SITXHRM012	Monitor staff performance		
Marketing Strategy	SITXMPR014	Develop and implement marketing strategies		
WHS and Regulations	SITXGLC002	Identify and manage legal risks and comply with law		
	SITXWHS008	Establish and maintain a work health and safety system		
Financial Budgets	SITXFIN009	Manage finances within a budget		
	SITXFIN010	Prepare and monitor budgets		
Tourism Operations	SITTTVL004	Sell tourism products and services		
	SITXCCS019	Prepare quotations		
	SITTTVL001	Access and interpret product information		
	SITXCCS010	Provide visitor information		
Services and Information	SITXCCS012	Provide lost and found services		
	SITEEVT020	Source and use information on the events industry		
	SITHIND006	Source and use information on the hospitality industry		
Client Relations	SITXWHS007	Implement and monitor work health and safety practices		
	SITXCOM010	Manage conflict		
Human Resources Management 1	SITXHRM008	Roster staff		
	SITXHRM009	Lead and manage people		
Work Operations	SITXMGT004	Monitor work operations		
	SITXMGT005	Establish and conduct business relationships		
Food Hygiene	SITXFSA006	Participate in safe food handling practices		
	SITXFSA005	Use hygienic practices for food safety		
Food Safety	SITXFSA008*	Develop and implement a food safety program		
Inventory	SITXINV006*	Receive, store and maintain stock		
	SITXINV008	Control stock		
Work-Based Training	SITHIND008	Work effectively in hospitality service		
<i>*This unit has prerequisite(s)</i>				
Advanced Diploma of Hospitality Management (SIT60322)				
Customer Service	SITXCCS015	Enhance customer service experiences		
	SITXCCS016	Develop and manage quality customer service practices		
Human Resources Management 2	SITXHRM010	Recruit, select and induct staff		
	SITXHRM012	Monitor staff performance		
Marketing Strategy	SITXMPR014	Develop and implement marketing strategies		

WHS and Regulations	SITXGLC002	Identify and manage legal risks and comply with law		
	SITXWHS008	Establish and maintain a work health and safety system		
Financial Budgets	SITXFIN009	Manage finances within a budget		
	SITXFIN010	Prepare and monitor budgets		
Tourism Operations	SITTTVL004	Sell tourism products and services		
	SITXCCS019	Prepare quotations		
	SITTTVL001	Access and interpret product information		
	SITXCCS010	Provide visitor information		
Services and Information	SITXCCS012	Provide lost and found services		
	SITTEVT020	Source and use information on the events industry		
	SITHIND006	Source and use information on the hospitality industry		
Client Relations	SITXWHS007	Implement and monitor work health and safety practices		
	SITXCOM010	Manage conflict		
Human Resources Management 1	SITXHRM008	Roster staff		
	SITXHRM009	Lead and manage people		
Work Operations	SITXMGT004	Monitor work operations		
	SITXMGT005	Establish and conduct business relationships		
Food Hygiene	SITXFSA006	Participate in safe food handling practices		
	SITXFSA005	Use hygienic practices for food safety		
Food Safety	SITXFSA008*	Develop and implement a food safety program		
Inventory	SITXINV006*	Receive, store and maintain stock		
	SITXINV008	Control stock		
Work-Based Training	SITHIND008	Work effectively in hospitality service		
Process Accounts	SITXFIN008	Interpret financial information		
Manage Finances	BSBFIN601	Manage organisational finances		
Physical Asset	SITXFIN011	Manage physical assets		
Business Plan	BSBOPS601	Develop and implement a business plans		
	SIRXSTR001	Develop an ecommerce strategy		

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: _____

Notes:

Action Plan:

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: _____