

## Advanced Diploma of Hospitality and Management Course Credit Application Form

*The form is to be filled by the student at time of applying for a course or within 28 days of course commencement. Please attach the Record of Results or Statement of Attainment comprising the units for which credit is being requested.*

### Student Details

Student Name:			
Student ID:		Date of Birth:	
Course Name			
Course Start Date:		Course Finish Date:	
Address:			
Suburb:		State:	
Contact Number:		Email:	

**Types of Credit Transfer:**    ☐ Formal            ☐ Non-Formal            ☐ Informal

### Unit details:

Units in which credit transfer is being requested (Please add extra page if number of units is more than the space provided below):

Unit Code	Unit Name	For Office Use Only Credit Provided (Y/N) (If 'NO', provide the reason)	New package (Equivalent or Non-Equivalent)
BSBFIN601	Manage organisational finances	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
BSBOPS601	Develop and implement business plans	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
SITXCCS016	Develop and manage quality customer service practices	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
SITXFIN009	Manage finances within a budget	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
SITXFIN010	Prepare and monitor budgets	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
SITXFIN011	Manage physical assets	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
SITXGLC002	Identify and manage legal risks and comply with law	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
SITXHRM009	Lead and manage people	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
SITXHRM010	Recruit, select and induct staff	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
SITXHRM012	Monitor staff performance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
SITXMGT004	Monitor work operations	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
SITXMGT005	Establish and conduct business relationships	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
SITXMPR014	Develop and implement marketing strategies	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
SITXWHS008	Establish and maintain a work health and safety system	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
SITXFSA005	Use hygienic practices for food safety	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
SITHCCC043*	Work effectively as a cook	<input type="checkbox"/> Yes <input type="checkbox"/> No	Non-Equivalent

SITHCCC023*	Use food preparation equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
SITHCCC027*	Prepare dishes using basic methods of cookery	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
SITHCCC028*	Prepare appetisers and salads	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
SITHCCC029*	Prepare stocks, sauces, and soups	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
SITHCCC030*	Prepare vegetable, fruit, egg, and farinaceous dishes	<input type="checkbox"/> Yes <input type="checkbox"/> No	Non-Equivalent
SITHCCC031*	Prepare vegetarian & vegan dishes	<input type="checkbox"/> Yes <input type="checkbox"/> No	Non-Equivalent
SITHCCC035*	Prepare poultry dishes*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Non-Equivalent
SITHCCC036*	Prepare meat dishes	<input type="checkbox"/> Yes <input type="checkbox"/> No	Non-Equivalent
SITHCCC037*	Prepare seafood dishes	<input type="checkbox"/> Yes <input type="checkbox"/> No	Non-Equivalent
SITHCCC038*	Produce and serve food for buffets	<input type="checkbox"/> Yes <input type="checkbox"/> No	Non-Equivalent
SITHCCC040*	Prepare and serve cheese	<input type="checkbox"/> Yes <input type="checkbox"/> No	Non-Equivalent
BSBCMM411	Make presentations	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
BSBTWK503	Manage meetings	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
SITXINV007	Purchase goods	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
SITHCCC039*	Produce pates and terrines	<input type="checkbox"/> Yes <input type="checkbox"/> No	Non-Equivalent
BSBTEC301	Design and produce business documents	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent
BSBSUS511	Develop workplace policies and procedures for sustainability	<input type="checkbox"/> Yes <input type="checkbox"/> No	Equivalent

**Evidence Provided:** ☐ Yes ☐ No

**Student Declaration:**

1. I declare that I wish to apply for course credit as outlined in this form.
2. I have been communicated all the information in regard to course credit and its effect on my COE.
3. The attachment to this form is the photocopy of my original academic document. All the information provided in the form is correct and complete.
4. If the credit transfer is given before the student visa is granted, the actual net course duration (as reduced by course credit) will be indicated in the confirmation of enrolment for that course.
5. If the credit transfer is given after the student visa grant, the change of course duration will be reported via PRISMS under section 19 of the ESOS.

**Student Signature:**

**Date:**

**For Office Use Only**

**Times International College**

RTO:46097 CRICOS:04199C

ADHM- Course Credit Application Form

Version 0.1

Admin Approval:		Date:	
Academic Approval:		Date:	
Course Duration changed?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
New Course Start Date:		End date:	
Has the student been communicated? How?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Student's Acceptance of the Credit Transfer Feedback</b>			
<ol style="list-style-type: none"> <li>1. I acknowledge the credit transfers for the units granted to me by Times College.</li> <li>2. In view of the grant of Credit Transfer for the above units, my course schedule will be reviewed and modified.</li> <li>3. If the credit transfer is given before the student visa is granted, the actual net course duration (as reduced by course credit) will be indicated in the confirmation of enrolment for that course.</li> <li>4. If the credit transfer is given after the student visa grant, the change of course duration will be reported via PRISMS under section 19 of the ESOS.</li> <li>5. I understand my right to access Complaints and Appeals procedure of College, if I am not satisfied with the outcome of my credit transfer application.</li> </ol>			
<b>Student's Name</b>			
<b>Student Signature</b>		<b>Date</b>	