

# Application for Course Credit Transfer Form – Travel and Tourism Management

F-1.5.4



## 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.**

### Certificate IV in Travel and Tourism (SIT40116)

Subject	Unit Code	Unit Title	Tick	Office Use Only
Cultural Sensitivity	SITXCOM002	Show social and cultural sensitivity		
Computer Reservations	SITTTSL007	Process reservations		
	SITTTSL009	Process travel-related documentation		
	SITTTSL010	Use a computerised reservations or operations system		
Fares and Ticketing	SITTTSL011	Source airfares for domestic flights		
	SITTTSL012	Construct normal international airfares		
	SITTTSL013	Construct promotional international airfares		
Client Relations	SITXCOM005	Manage conflict		
	SITXHRM001	Coach others in job skills		
	SITXWHS003	Implement and monitor work health and safety practices		
Australian & International Destinations	SITXCCS002	Provide visitor information		
	SITTTSL002	Access and interpret product information		
	SITTTSL003	Provide advice on international destinations		
	SITTTSL004	Provide advice on Australian destinations		
Customer Service	SITXCCS007	Enhance customer service experiences		
Finance	SITXFIN002	Interpret financial information		
Travel Agency Operations	SITTIND001	Source and use information on the tourism and travel industry		
	SITTTSL005	Sell tourism products and services		
	SITTTSL006	Prepare quotations		

### Diploma of Travel and Tourism Management (SIT50116)

Client Relations*	SITXCOM005	Manage conflict		
	SITXHRM001	Coach others in job skills		
	SITXWHS003	Implement and monitor work health and safety practices		
Australian & International Destinations*	SITXCCS002	Provide visitor information		
	SITTTSL002	Access and interpret product information		
	SITTTSL003	Provide advice on international destinations		
	SITTTSL004	Provide advice on Australian destinations		
Customer Service*	SITXCCS007	Enhance customer service experiences		
Finance*	SITXFIN002	Interpret financial information		
Travel Agency Operations*	SITTIND001	Source and use information on the tourism and travel industry		
	SITTTSL005	Sell tourism products and services		

	SITTTSL006	Prepare quotations		
Work Operations	SITXMGT001	Monitor work operations		
	SITXMGT002	Establish and conduct business relationships		
Workplace Diversity and Customer Service	BSBDIV501	Manage diversity in the workplace		
	SITXCCS008	Develop and manage quality customer service practices		
Financial Budgets	SITXFIN003	Manage finances within a budget		
	SITXFIN004	Prepare and monitor budgets		
Marketing Plan	SITXMPR001	Coordinate production of brochures and marketing materials		
	SITXMPR003	Plan and implement sales activities		
Human Resources Management	SITXHRM004	Recruit, select and induct staff		
	SITXHRM006	Monitor staff performance		
	SITXHRM003	Lead and manage people		
<i>*This subject or unit is delivered in SIT40116 Certificate IV in Travel and Tourism.</i>				
<b>Advanced Diploma of Travel and Tourism Management (SIT60116)</b>				
Australian & International Destinations*	SITXCCS002	Provide visitor information		
	SITTTSL002	Access and interpret product information		
	SITTTSL003	Provide advice on international destinations		
	SITTTSL004	Provide advice on Australian destinations		
Customer Service*	SITXCCS007	Enhance customer service experiences		
Travel Agency Operations*	SITTIND001	Source and use information on the tourism and travel industry		
	SITTTSL005	Sell tourism products and services		
	SITTTSL006	Prepare quotations		
Finance*	SITXFIN002	Interpret financial information		
Work Operations**	SITXMGT001	Monitor work operations		
	SITXMGT002	Establish and conduct business relationships		
Workplace Diversity and Customer Service**	BSBDIV501	Manage diversity in the workplace		
	SITXCCS008	Develop and manage quality customer service practices		
Financial Budgets**	SITXFIN003	Manage finances within a budget		
	SITXFIN004	Prepare and monitor budgets		
Marketing Plan**	SITXMPR001	Coordinate production of brochures and marketing materials		
	SITXMPR003	Plan and implement sales activities		
Human Resources Management**	SITXHRM004	Recruit, select and induct staff		
	SITXHRM006	Monitor staff performance		
	SITXHRM003	Lead and manage people		
WHS and Regulations	SITXGLC001	Research and comply with regulatory requirements		
	SITXWHS004	Establish and maintain a work health and safety system		
Marketing Strategy	SITPPD008	Develop tourism products		
	SITXMPR007	Develop and implement marketing strategies		
Business Plan	BSBMGT617	Develop and implement a business plan		
	BSBRISK501	Manage risk		
	BSBWRT401	Write complex documents		
<i>* This subject or unit is delivered in SIT40116 Certificate IV of Travel and Tourism</i>				
<i>** This subject or unit is delivered in SIT50116 Diploma of Travel and Tourism Management</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 units.

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

## Official Use Only

### Section 2. Marketing or 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. Marketing or 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 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: \_\_\_\_\_