

Application for Course Credit Transfer Form – Information Technology

F-1.5.5



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.
- 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 Information Technology (ICT40118)				
Subject	Unit Code	Unit Title	Tick	Office Use Only
ICT Essentials	ICTICT425	Implement WHS, environmental sustainability and anti-discrimination practices in an ICT workplace		
Network Topologies	ICTNWK516	Determine best-fit topology for a local network		
	ICTNWK517	Determine best-fit topology for a wide area network		
Systems Analysis	ICTSAD501	Model data objects		
	ICTSAD502	Model data processes		
ICT Regulations	ICTICT418	Contribute to copyright, ethics and privacy in an ICT environment		
Object Oriented Programming I	ICTPRG430	Apply introductory object-oriented language skills		
Database Development	ICTDBS403	Create basic databases		
	ICTDBS413	Determine database requirements		
Web Technologies	ICTWEB417	Integrate social web technologies		
	ICTWEB418	Use development software and ICT tools to build a basic website		
	ICTWEB429	Create a markup language document to specification		
Emerging Technology	ICTICT426	Identify and evaluate emerging technologies and practices		
Cyber Security	ICTICT424	Address cyber security requirements		
Wireless Network	ICTICT401	Determine and confirm client business requirements		
	ICTNWK405	Build a small wireless local area network		
	ICTSAS307	Install, configure and secure a small office or home office network		
	ICTNWK410	Install hardware to a network		
Server Management and Documentation	ICTNWK401	Install and manage a server		
	ICTNWK412	Create network documentation		
Diploma of Information Technology (ICT50118)				
Network Topologies*	ICTNWK516	Determine best-fit topology for a local network		
	ICTNWK517	Determine best-fit topology for a wide area network		
Systems Analysis*	ICTSAD501	Model data objects		
	ICTSAD502	Model data processes		
Server Configuration and Tools	ICTNWK505	Design, build and test a network server		
	ICTSAS518	Install and upgrade operating systems		
	ICTSAS517	Use network tools		
Object Oriented Programming II	ICTPRG527	Apply intermediate object-oriented language skills		
Workplace Safety	BSBWHS501	Ensure a safe workplace		
Sustainability in Workplace	BSBSUS501	Develop workplace policy and procedures for		

		sustainability		
ICT Business Analysis	ICTICT509	Gather data to identify business requirements		
	ICTICT517	Match ICT needs with the strategic direction of the organisation		
Web Programming	ICTWEB411	Produce basic client-side script for dynamic web pages		
	ICTWEB502	Create dynamic web pages		
System Security	ICTNWK520	Design ICT system security controls		
Design Project	ICTSAD504	Implement quality assurance processes for business solutions		
	ICTSAD505	Develop technical requirements for business solutions		
	ICTSAS601	Implement change management processes		
	ICTPRG602	Manage the development of technical solutions from business specifications		
	ICTICT603	Manage the use of appropriate development methodologies		
<i>*This subject or unit is delivered in ICT40118 Certificate IV in Information Technology. Students having direct entry into Diploma of Information Technology must complete these subjects. Students who have achieved Certificate IV in Information Technology will be given credits for these subjects.</i>				
Advanced Diploma of Information Technology (ICT60115)				
Design Project*	ICTSAD504	Implement quality assurance processes for business solutions		
	ICTSAD505	Develop technical requirements for business solutions		
	ICTSAS601	Implement change management processes		
	ICTPRG602	Manage the development of technical solutions from business specifications		
	ICTICT603	Manage the use of appropriate development methodologies		
ICT Sustainability	ICTSUS601	Integrate sustainability in ICT planning and design projects		
Cloud Computing	ICTICT508	Evaluate vendor products and equipment		
	ICTPRG604	Create cloud computing services		
	ICTNWK616	Manage security, privacy and compliance of cloud service deployment		
Manage ICT Communication	ICTICT608	Interact with clients on a business level		
	ICTICT606	Develop communities of practice		
ICT Copyrights and Ethics	ICTICT610	Manage copyright, ethics and privacy in an ICT environment		
Project Management	ICTPMG609	Plan and direct complex ICT projects		
	ICTPMG606	Manage ICT project quality		
Manage ICT Team	BSBWOR502	Lead and manage team effectiveness		
	ICTICT602	Develop contracts and manage contracted performance		
<i>* This subject or unit is delivered in the ICT50118 Diploma of Information Technology</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. 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: _____