

Application for Course Credit Transfer Form – Community Services



F-1.5.44

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 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 Community Services (CHC52021)				
Subject	Unit Code	Unit Title	Tick	Office Use Only
Diversity	CHCDIV001	Work with diverse people		
Advocacy	CHCADV002	Provide advocacy and representation services		
Workplace Communication	CHCCOM003	Develop workplace communication strategies		
Networking and Partnerships	CHCPRP001	Develop and maintain networks and collaborative partnerships		
Legal Compliance	CHCLEG003	Manage legal and ethical compliance		
Professional Practice	CHCPRP003	Reflect on and improve own professional practice		
Sociological Factors	CHCDEV005	Analyse impacts of sociological factors on people in community work and services		
Cultural Safety	CHCDIV002	Promote Aboriginal and / or Torres Strait Islander cultural safety		
Client Needs	CHCCCS004	Assess Co existing Needs		
Work Health and Safety	HLTWHS003	Maintain work health and safety		
Counselling Relationships	CHCCSL001	Establish and confirm the counselling relationship		
Homelessness	CHCSOH013	Work with people experiencing or at risk of homelessness		
First Aid	HLTAID014	Provide advanced first aid		
Case Management	CHCCSM010	Implement case management practice		
	CHCCSM013	Facilitate and review case management		
Crisis and Domestic Violence	CHCDFV001	Recognise and respond appropriately to domestic and family violence		
	CHCCCS019	Recognise and respond appropriately to crisis situations		

Mental Health and Trauma	CHCMHS013	Implement trauma informed care		
Service Program	CHCCCS007	Develop and implement service programs		
Management	CHCMGT005	Facilitate workplace debriefing and support processes		

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: _____

<p>Notes:</p> <p>Action Plan:</p>	
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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: _____