

# 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 (CHC52025)				
Subject	Unit Code	Unit Title	Tick	CC 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		
Promote Diversity	CHCDIV003	Manage and promote diversity		
Case Management	CHCCSM010	Implement case management practice		
	CHCCSM017	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		



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**Assessed and Approved by Course Coordinator**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 3. Student Services to Complete**

**3.1** 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.

**3.2** To be completed (**Only if Course Credit is granted**)

- New eCOE created

Yes

N/A

- Updated student enrolment in Paradigm by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_