

**APPLICATION FOR CREDIT TRANSFER**  
Student Personal Details

<b>TITLE:</b>	<b>SURNAME</b>	<b>GIVEN NAMES:</b>		<b>EMAIL:</b>	
<b>CURRENT ADDRESS:</b>		<b>SUBURB:</b>	<b>STATE:</b>	<b>POST CODE</b>	<b>DATE OF BIRTH</b>
<b>TELEPHONE: MOBILE</b>		<b>WORK</b>	<b>HOME</b>	<b>STUDENT ID:</b>	

**Salford College recognises the Australian Qualifications Framework (AQF) qualifications and Statements of Attainments issued by another RTO Credit will be granted in accordance with the requirements of the AQTF.**

Are you currently enrolled in a course at Salford College?

Yes  No

	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>INSTITUTION/ RTO</b>
<b>Current course seeking credit</b>			<i>Salford College</i>
<b>Course in which modules/units successfully completed</b>			

**Privacy Statement:** Personal information is collected solely for the purpose of operating as a RTO under AQTF that is administered nationally by the DFEEST who are the registering authority. The requirements of the registering authority may require the release of your personal information for the purpose of audit.

Supporting documentation attached (Evidence of statement of attainment etc.)  
I declare that all information in this application is true and correct.

YES  NO

Student Signature \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Salford Staff Signature \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>Training Co-ordinator (Salford College Use Only)</b>		
Data entry on WISNET completed Supporting documentation (copies) attached Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>SAR(student assessment record) attached and filed in Academic file if transcript not attached from previous provider</b>	All information included on this application has been checked and is correct  Checked by: _____ Date: _____
Admin Staff: Letter of credit transfer outcome has been sent to the student. By: _____ Date Sent: _____		

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## Management

CREDIT TRANSFER REQUESTED Credit requested for the following Unit(s) of Competency		PREVIOUS STUDIES Module/Unit/ completed			
Unit Code	Unit Name	Unit Code	Subject Name	Credit Applied Y/N	Credit Granted Y/N
<b>BSB51107 DIPLOMA OF MANAGEMENT</b>					
BSBHRM402A	Recruit, select and induct staff	BSBHRM402A	Recruit, select and induct staff		
BSBMGT502B	Mange people performance	BSBMGT502B	Mange people performance		
BSBR501A	Manage Risk	BSBR501A	Manage Risk		
BSBHRM402A	Recruit, select and induct staff	BSBHRM402A	Recruit, select and induct staff		
BSBFIM501A	Mange budgets and financial plans	BSBFIM501A	Mange budgets and financial plans		
BSBMGT515A	Manage operational plan	BSBMGT515A	Manage operational plan		
BSBOHS509A	Ensure a safe workplace	BSBOHS509A	Ensure a safe workplace		
BSBCUS501A	Manage quality customer service	BSBCUS501A	Manage quality customer service		
BSBWOR502A	Ensure team effectiveness	BSBWOR502A	Ensure team effectiveness		
<b>BSB40807 Certificate IV in Frontline Management</b>					
BSBMGT401A	Show leadership in the workplace	BSBMGT401A	Show leadership in the workplace		
BSBMGT402A	Implement operation plan	BSBMGT402A	Implement operation plan		
BSBOHS407A	Monitor a safe workplace	BSBOHS407A	Monitor a safe workplace		
BSBWOR402A	Promote team effectiveness	BSBWOR402A	Promote team effectiveness		
BSBCU402A	Address customer needs	BSBCU402A	Address customer needs		
BSBFIA402A	Report on a financial Activity	BSBFIA402A	Report on a financial Activity		
BSBMKG413A	Promote products and services	BSBMKG413A	Promote products and services		
BSBINM401A	Implement workplace information system	BSBINM401A	Implement workplace information system		
BSBINN401A	Promote innovation in a team environment	BSBINN401A	Promote innovation in a team environment		
BSBMGT403A	Implement continuous improvement	BSBMGT403A	Implement continuous improvement		

### For Trainer/ Assessor Use Only

Is student required to do Gap Training?  Yes  No

#### Comments:

Trainer/Assessor Signature : \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

**The units will be changed as per the credit transfer request.**

**Hospitality Package**

CREDIT TRANSFER REQUESTED Credit requested for the following Unit(s) of Competency		PREVIOUS STUDIES Module/Unit/ completed			
Unit Code	Unit Name	Unit Code	Subject Name	Credit Applied Y/N	Credit Granted Y/N
SITXCCS002A	Provide quality customer service	THHGCS02B	*Promote products and services	Gap	
SITXCCS003A	Manage quality customer service	THHGLE11B	Manage quality customer service		
SITXFIN004A	Manage finances within a budget	THHGLE13B	Manage finances within a budget		
SITXMGT002A	Develop and implement operational plans	THHGLE03B	Develop and implement operational plans		
SITXOHS005A	Establish and maintain an OHS system	THHGLE04B	Establish and maintain a safe and secure workplace		
SITXGLC001A	Develop and update legal knowledge required for business compliance	THHGLE20B	Develop and update legal knowledge required for business compliance		
SITXFIN005A	Prepare and monitor budgets	THHGLE14B	Prepare and monitor budgets		
SITXHRM007A	Manage workplace diversity	THHGLE09B	Manage workplace diversity		
SITXHRM005A	Lead and manage people	THHGLE08B	Lead and manage people		
SITXOHS004A	Implement and monitor workplace health, safety and security practices	THHGLE02B	Implement workplace health, safety and security procedures		
SITXMGT006A	Establish and conduct business relationships	THHGCS08B	Establish and conduct business relationships		
SITXMGT001A	Monitor work operations	THHGLE01B	Monitor work operations		
SITXHRM003A	Roster staff	THHGLE05B	Roster staff		
SITXFIN003A	Interpret financial information	THHGFA06A	Interpret financial information		
SITXINV001A	Receive and store stock	THHGGA06B	Receive and store stock		
SITXINV002A	Control and order stock	THHGGA07B	Control and order stock		
SITXCOM001A	Work with colleagues and customers	THHCOR01B	Work with colleagues and customers		
SITXCOM002A	Work in a socially diverse environment	THHCOR02B	Work in a socially diverse environment		
SITXCOM003A	Deal with conflict situations	THHGCS03B	Deal with conflict situations		
SITXHRM001A	Coach others in job skills	THHGTR01B	Coach others in job skills		
SITXOHS001A	Follow health, safety and security procedures	THHCOR03B	Follow health, safety and security procedures		
SITXOHS002A	Follow workplace hygiene procedures	THHGHS01B	*Follow workplace hygiene procedures	Gap	
SITHCCC028A	Prepare Cook and serve food for menus	THHCCH02A	Prepare Cook and serve food for menus		
SITHCCC001A	Organise and prepare food	THHBKA01B	Organise and prepare food		
SITHCCC002A	Present food	THHBKA02B	Present food		
SITHCCC003A	Receive & store kitchen supplies	THHBKA03B	Receive & store kitchen supplies		
SITHCCC004A	Clean & maintain kitchen premises	THHBKA04B	Clean & maintain kitchen premises		
SITHCCC005A	Use basic methods of cookery	THHBCC01B	Use basic methods of cookery		
SITHCCC006A	Prepare appetisers and salads	THHBCC02B	Prepare appetisers and salads		
SITHCCC008A	Prepare stocks, sauces & soups	THHBCC03B	Prepare stocks, sauces & soups		

SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes	THHBCC04B	Prepare vegetables, fruit, eggs and farinaceous dishes		
SITHCCC010A	Select, prepare and cook poultry	THHBCC05B	*Prepare and cook poultry and game	<b>Gap</b>	
SITHCCC011A	Select, prepare & cook seafood	THHBCC06B	Prepare and cook seafood		
SITHCCC012A	Select, prepare and cook meat	THHBCC07B	Select, prepare and cook meat		
SITHCCC013A	Prepare hot and cold desserts	THHBCC08B	Prepare hot and cold desserts		
SITHCCC014A	Prepare pastries, cakes and yeast goods	THHBCC09B	Prepare pastry, cakes and yeast goods		
SITHCCC016A	Develop cost-effective menus	THHBCC13B	Plan and Control menu based catering		
SITHCCC027A	Prepare, cook and serve food for food service	THHCCH01A	Prepare, cook and serve food		
SITHIND001A	Develop and update hospitality industry knowledge	THHCO01B	Develop and update hospitality industry knowledge		
SITHCCC029A	Prepare foods according to dietary and cultural needs	THHBCAT01B	*Prepare foods according to dietary and cultural needs	<b>Gap</b>	
SITXFSA001A	Implement food safety procedures	THHBCC11B	*Implement food safety procedures	<b>Gap</b>	
SITHCCC007A	Prepare Sandwiches	THHBCC00B	Prepare Sandwiches		
HLTFA301B	Apply first aid	HLTFA301B	Apply first aid		
SITXCOMOO4	Communicate on Telephone		Communicate on Telephone		
SITHCCC021A	Handle and serve cheese		Handle and Serve Cheese		

**Note** \* Gap courses apply for students requesting credit transfer from THT02 training package; no credit can be applied to starred units without the student completing the relevant gap course.

**The SIT Gap course tracking sheet must be completed.**

## For Trainer/ Assessor Use Only

Is student required to do Gap Training  Yes  No

**Comments:**

Trainer/Assessor Signature : \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/\_\_\_\_