Course Credit Transfer Application Form – Information Technology

ACADEMIES AUSTRALASIA POLYTECHNIC

Instructions:
- o Identify (by ticking) the unit of competency you wish to apply for course credit.
- o Submit your application form with original/certified supporting documents to Marketing/Student Services (where relevant).
- o This completed form is forwarded to the Manager, VET Operations who will contact you to discuss your application if needed.
- o There are no fees for Credit Transfer application.

Glossary:
- o **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: _____

*Course Enrolled: _____

Note: Please identify (by ticking) the unit of competency you wish to apply for course credit.

Subject	Unit Code	Unit Title	Tick	Office Use Only
Certificate IV in Information Technology (ICT40120)				
Emerging Technologies and Practices	BSBCRT404	Apply advanced critical thinking to work processes		
	ICTICT426	Identify and evaluate emerging technologies and practices		
ICT Ethics and Privacy	ICTICT443	Work collaboratively in the ICT industry		
	ICTICT451	Comply with IP, ethics and privacy policies in ICT environments		
Programming Techniques	ICTPRG302	Apply introductory programming techniques		
Desktop Management	ICTNWK427	Configure desktop environments		
	ICTNWK428	Create scripts for networking		
Business Requirements and Resolve ICT Problems	ICTSAS432	Identify and resolve client ICT problems		
	ICTICT429	Determine and confirm client business requirements		
Object Oriented Programming I	ICTPRG430	Apply introductory object-oriented language skills		
Server Virtualisation	ICTNWK420	Install and configure virtual machines		
	ICTNWK422	Install and manage servers		
Web Development	ICTWEB446	Integrate social web technologies		
	ICTWEB447	Build basic website using development software and ICT tools		
Cyber Security Response	ICTCYS402	Identify and confirm cyber security incidents		
	ICTSAS214	Protect devices from spam and destructive software		
Database Management	ICTDBS506	Design databases		
	ICTDBS507	Integrate databases with websites		
Cyber Security Requirements	ICTICT424	Address cyber security requirements		
	BSBXCS404	Contribute to cyber security risk management		
Diploma of Information Technology (ICT50220)				
Cyber Security Requirements*	ICTICT424	Address cyber security requirements		
	BSBXCS404	Contribute to cyber security risk management		
Database Management *	ICTDBS506	Design databases		

	ICTDBS507	Integrate databases with websites		
ICT Business Analysis	ICTICT517	Match ICT needs with the strategic direction of the organisation		
	ICTICT523	Gather data to identify business requirements		
Server Configuration and Tools	ICTNWK540	Design, build and test network servers		
	ICTSAS518	Install and upgrade operating systems		
	ICTSAS517	Use network tools		
System Security	ICTNWK550	Design ICT system security controls		
Develop Concepts	BSBCRT512	Originate and develop concepts		
Apply IP, Ethics and Privacy	ICTICT532	Apply IP, ethics and privacy in ICT environments		
Team Leadership and Client Relations	BSBXTW401	Lead and facilitate a team		
	ICTSAS527	Manage client problems		
Object Oriented Programming II	ICTPRG549	Apply intermediate object-oriented language skills		
Workplace Cyber Security	BSBXCS402	Promote workplace cyber security awareness and best practices		
Dynamic Web Development	ICTWEB513	Build dynamic websites		
	ICTWEB514	Create dynamic web pages		
Project Management	ICTPMG613	Manage ICT project planning		
	ICTPMG617	Plan and direct complex ICT projects		

This subject or unit is delivered in ICT40120 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.

Advanced Diploma of Information Technology (ICT60220)				
Workplace Cyber Security*	BSBXCS402	Promote workplace cyber security awareness and best practices		
Dynamic Web Development*	ICTWEB513	Build dynamic websites		
	ICTWEB514	Create dynamic web pages		
Project Management*	ICTPMG613	Manage ICT project planning		
	ICTPMG617	Plan and direct complex ICT projects		
Advanced Programming	ICTPRG547	Apply advanced programming skills in another language		
Business Relationships	BSBTWK502	Manage team effectiveness		
	ICTICT608	Interact with clients on a business level		
Cyber Security Assessments	ICTCYS601	Create cyber security standards for organisations		
	ICTCYS608	Perform cyber security risk assessments		
Cloud Computing	ICTPRG614	Create cloud computing services		
	ICTCLD601	Develop cloud computing strategies for businesses		
ICT Strategic Business Plans	ICTSAD609	Plan and monitor business analysis activities in an ICT environment		
	ICTICT611	Develop ICT strategic business plans		
Manage IP, Ethics and Privacy	ICTICT618	Manage IP, ethics and privacy in ICT environments		
Creative Thinking	BSBCRT611	Apply critical thinking for complex problem solving		

This subject or unit is delivered in ICT50220 Diploma of Information Technology

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 for advising 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

Received and checked by:_____ Signature:_____ Date:_____

Note: To be completed before Manager, VET Operations assesses the application.

Section 3. Manager, VET Operations to Complete

GRANTED

Number of subjects for which credits are granted: _____

Course duration after credits are granted:_____

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Notes:

Action Plan:

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REFUSED

Number of subjects refused: _____

Reason for refusal

_____

_____

_____

_____

Assessed and Approved by Manager, VET Operations

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 <u>Course Credit is granted)</u>**

- New eCOE created

    ☐ Yes

    ☐ N/A

- Updated student enrolment in Paradigm by: _____ Signature: _____ Date: _____