Application for Course Credit Transfer Form – Travel and Tourism Management

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 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.

Subject	Unit Code	Unit Title	Tick	Office Use Only
Certificate IV in Travel and Tourism (SIT40122)				
Services and Information	SITXCOM007	Show social and cultural sensitivity		
	SITXCCS012	Provide lost and found services		
	SITEEVT020	Source and use information on the events industry		
	SITHIND006	Source and use information on the hospitality industry		
ICT Presentations	BSBCMM411	Make presentations		
	BSBTEC303	Create electronic presentations		
	BSBTEC301	Design and produce business documents		
Client Relations	SITXCOM010	Manage conflict		
	SITXHRM007	Coach others in job skills		
	SITXWHS007	Implement and monitor work health and safety practices		
Customer Service	SITXCCS015	Enhance customer service experiences		
Australian & International Destinations	SITXCCS010	Provide visitor information		
	SITTTVL001	Access and interpret product information		
	SITTTVL002	Provide advice on international destinations		
	SITTTVL003	Provide advice on Australian destinations		
Process Account	SITXFIN008	Interpret financial information		
Travel Agency Operations	SITTIND003	Source and use information on the tourism and travel industry		
	SITTTVL004	Sell tourism products and services		
	SITTTVL005	Prepare customer quotations		
Diploma of Travel and Tourism Management (SIT50122)				
Client Relations	SITXCOM010	Manage conflict		
	SITXWHS007	Implement and monitor work health and safety practices		
Customer Service	SITXCCS015	Enhance customer service experiences		
Australian & International Destinations	SITXCCS010	Provide visitor information		
	SITTTVL001	Access and interpret product information		
	SITTTVL002	Provide advice on international destinations		
	SITTTVL003	Provide advice on Australian destinations		
Process Account	SITXFIN008	Interpret financial information		
Travel Agency Operations	SITTIND003	Source and use information on the tourism and travel industry		
	SITTTVL004	Sell tourism products and services		
	SITTTVL005	Prepare customer quotations		
Work Operations	SITXMGT004	Monitor work operations		
	SITXMGT005	Establish and conduct business relationships		
Workplace Diversity and Customer Service	BSBTWK501	Lead diversity and inclusion		
	SITXCCS016	Develop and manage quality customer service practices		

Subject	Code	Unit		
Financial Budgets	SITXFIN009	Manage finances within a budget		
	SITXFIN010	Prepare and monitor budgets		
Marketing Plan	SITXMPR009	Coordinate production of brochures and marketing materials		
	SITXMPR011	Plan and implement sales activities		
Human Resources Management	SITXHRM010	Recruit, select and induct staff		
	SITXHRM012	Monitor staff performance		
	SITXHRM009	Lead and manage people		
Manage Online Risk	SIRXOSM007	Manage risk to organisational reputation in an online setting		
Advanced Diploma of Travel and Tourism Management (SIT60122)				
Australian & International Destinations	SITXCCS010	Provide visitor information		
	SITTTVL001	Access and interpret product information		
	SITTTVL002	Provide advice on international destinations		
	SITTTVL003	Provide advice on Australian destinations		
Customer Service	SITXCCS015	Enhance customer service experiences		
Process Account	SITXFIN008	Interpret financial information		
Travel Agency Operations	SITTIND003	Source and use information on the tourism and travel industry		
	SITTTVL004	Sell tourism products and services		
	SITTTVL005	Prepare customer quotations		
Work Operations	SITXMGT004	Monitor work operations		
	SITXMGT005	Establish and conduct business relationships		
Workplace Diversity and Customer Service	BSBTWK501	Lead diversity and inclusion		
	SITXCCS016	Develop and manage quality customer service practices		
Financial Budgets	SITXFIN009	Manage finances within a budget		
	SITXFIN010	Prepare and monitor budgets		
Marketing Plan	SITXMPR009	Coordinate production of brochures and marketing materials		
	SITXMPR011	Plan and implement sales activities		
Human Resources Management	SITXHRM010	Recruit, select and induct staff		
	SITXHRM012	Monitor staff performance		
	SITXHRM009	Lead and manage people		
WHS and Regulations	SITXGLC002	Identify and manage legal risks and comply with law		
	SITXWHS008	Establish and maintain a work health and safety system		
Marketing Strategy	SITTPPD017	Develop tourism products		
	SITXMPR014	Develop and implement marketing strategies		
Business Plan	BSBOPS601	Develop and implement a business plans		
	BSBOPS504	Manage business risk		
	BSBWRT411	Write complex documents		

*This subject or unit is delivered in SIT40122 Certificate IV of Travel and Tourism
**This subject or unit is delivered in SIT50122 Diploma of Travel and Tourism Management

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 units.

Signature of Student: _____   Date: _____

Official Use Only

- 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. 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: _____

Document Last Revised 14 June 2023