Application for Course Credit Transfer – Commercial Cookery	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 relevant Course Coordinators 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: _____   *College: _____

*Course Enrolled: _____

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

Certificate III in Commercial Cookery (SIT30821)				
Subject	**Unit Code**	**Unit Title**	**Tick**	**Office Use Only**
WHS	SITXWHS005	Participate in safe work practices		
	SITXWHS006	Identify hazards, assess and control safety risks		
Sustainability	BSBSUS211	Participate in sustainable work practices		
Coaching	SITXHRM007	Coach others in job skills		
Hygienic Practices	SITXFSA005	Use hygienic practices for food safety		
Clean Kitchen	SITHKOP009*	Clean kitchen premises and equipment		
Food Preparation	SITHCCC023*	Use food preparation equipment		
Method of Cookery	SITHCCC027*	Prepare dishes using basic methods of cookery		
Stock, Sauce and Soup	SITHCCC029*	Prepare stocks, sauces and soups		
Inventory and Food Handling	SITXFSA006	Participate in safe food handling practices		
	SITXINV006*	Receive, store and maintain stock		
Plan and Cost Recipe	SITHKOP010	Plan and cost recipes		
Appetisers and Salad	SITHCCC028*	Prepare appetisers and salads		
Veg and Farinaceous Dishes	SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes		
Poultry Dishes	SITHCCC035*	Prepare poultry dishes		
Meat Dishes	SITHCCC036*	Prepare meat dishes		
Seafood Dishes	SITHCCC037*	Prepare seafood dishes		
Buffet Food	SITHCCC038*	Produce and serve food for buffets		
Vegetarian and Vegan	SITHCCC031*	Prepare vegetarian and vegan dishes		
Pate and Terrines	SITHCCC039*	Produce pates and terrines		
Cheese	SITHCCC040*	Prepare and serve cheese		
Special Dietary	SITHCCC042*	Prepare food to meet special dietary requirements		
Cake and Bread	SITHCCC041*	Produce cakes, pastries and breads		

Dessert	SITHPAT016*	Produce desserts		
CIII WBT	SITHCCC043*	Work effectively as a cook		

This unit has prerequisite(s)

Certificate IV in Kitchen Management (SIT40521)				
Subject	**Unit Code**	**Unit Title**	**Tick**	**Office Use Only**
Hygienic Practices[1]	SITXFSA005	Use hygienic practices for food safety		
Food Preparation[1]	SITHCCC023*	Use food preparation equipment		
Method of Cookery[1]	SITHCCC027*	Prepare dishes using basic methods of cookery		
Stock, Sauce and Soup[1]	SITHCCC029*	Prepare stocks, sauces and soups		
Inventory and Food Handling[1]	SITXFSA006	Participate in safe food handling practices		
	SITXINV006*	Receive, store and maintain stock		
Plan and Cost Recipe[1]	SITHKOP010	Plan and cost recipes		
Appetisers and Salad[1]	SITHCCC028*	Prepare appetisers and salads		
Veg and Farinaceous Dishes[1]	SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes		
Poultry Dishes[1]	SITHCCC035*	Prepare poultry dishes		
Meat Dishes[1]	SITHCCC036*	Prepare meat dishes		
Seafood Dishes[1]	SITHCCC037*	Prepare seafood dishes		
Buffet Food[1]	SITHCCC038*	Produce and serve food for buffets		
Vegetarian and Vegan[1]	SITHCCC031*	Prepare vegetarian and vegan dishes		
Pate and Terriens[1]	SITHCCC039*	Produce pates and terrines		
Cheese[1]	SITHCCC040*	Prepare and serve cheese		
Special Dietary[1]	SITHCCC042*	Prepare food to meet special dietary requirements		
Cake and Bread[1]	SITHCCC041*	Produce cakes, pastries and breads		
Dessert[1]	SITHPAT016*	Produce desserts		
Cert III WBT[1]	SITHCCC043*	Work effectively as a cook		
Client Relations	SITXCOM010	Manage conflict		
	SITXWHS007	Implement and monitor work health and safety practices		
Human Resources Management 1	SITXHRM008	Roster staff		
	SITXHRM009	Lead and manage people		
Work Operations	SITXMGT004	Monitor work operations		
	SITXMGT005	Establish and conduct business relationships		
Cert IV WBT	SITHKOP013*	Plan cooking operations		
Food Safety	SITXFSA008*	Develop and implement a food safety program		
Marketing Strategy	SITXMPR014	Develop and implement marketing strategies		
Financial Budgets	SITXFIN009	Manage finances within a budget		
	SITXFIN010	Prepare and monitor budgets		
Menu and Recipes	SITHKOP012*	Develop recipes for special dietary requirements		
	SITHKOP015	Design and cost menus		

This unit has prerequisite(s)

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

- To be completed **before** Course Coordinator assesses the application.

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

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

- New eCoE created

    ☐ Yes

    ☐ N/A

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