

Application for Credit Transfer (Hospitality)



STUDENT DETAILS

STUDENT ID (if applicable): _____ Date of Application: _____

Name: _____ Date of Birth: _____

Phone Number: _____ Email Address: _____

COURSE DETAILS

Select the course for which you wish to receive Credit Transfer. Please tick the qualification from the table below for which the Credit transfers are being requested.

Qualification	Credit transfers applied
SIT30821 Certificate III in Commercial Cookery	<input type="checkbox"/>
SIT40521 Certificate IV in Kitchen Management	<input type="checkbox"/>
SIT50422 Diploma of Hospitality Management	<input type="checkbox"/>

Credit Transfer Process

- 1.1 Applicants for Credit Transfer must complete the student credit transfer application form, attach a copy of a verified Award or Statement of Attainment and submit the application to the Trainer/Training Manager.
- 1.2 The RTO/Administration Manager must check the Award or Statement of Attainment and grant credit transfers for identical or equivalent units that have been identified as being completed at another Registered Training Organisation.
- 1.3 Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer must be placed in the student files
- 1.4 The completed Credit Transfer record must be signed by the student.
- 1.5 Granting of Credit Transfer must be recorded as a unit outcome in the student's file
- 1.6 After Credit Transfer is granted a student's course schedule must be reviewed and any reductions in the scheduled classes and the reasons for the reduction recorded and placed in the student's file.
- 1.7 If possible, a full-time load for the student should be maintained by adjusting a student's course schedule and duration for completion of the course.
- 1.8 Any course duration reduction as a result of Credit Transfer granted to students must be indicated on the Confirmation of Enrolment if granted prior to the issue of a visa or on PRISMS if granted after the issue of a visa.

Note: For the superseded qualifications, some of the units are not equivalent and credit transfers may not be granted.

SIT30821 Certificate III in Commercial Cookery

Please tick the boxes (under the **CT applied column** only) for the units you wish to receive Credit Transfer for.

S. No	Unit Code	Unit Description	CT Applied	CT Granted
Core Units				
1	SITHCCC023*	Use food preparation equipment	<input type="checkbox"/>	<input type="checkbox"/>
2	SITHCCC026*	Package prepared foodstuffs	<input type="checkbox"/>	<input type="checkbox"/>
3	SITHCCC027*	Prepare dishes using basic methods of cookery	<input type="checkbox"/>	<input type="checkbox"/>
4	SITHCCC028*	Prepare appetisers and salads	<input type="checkbox"/>	<input type="checkbox"/>
5	SITHCCC029*	Prepare stocks, sauces and soups	<input type="checkbox"/>	<input type="checkbox"/>
6	SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes	<input type="checkbox"/>	<input type="checkbox"/>
7	SITHCCC031*	Prepare vegetarian and vegan dishes	<input type="checkbox"/>	<input type="checkbox"/>
8	SITHCCC035*	Prepare poultry dishes	<input type="checkbox"/>	<input type="checkbox"/>
9	SITHCCC036*	Prepare meat dishes	<input type="checkbox"/>	<input type="checkbox"/>
10	SITHCCC037*	Prepare seafood dishes	<input type="checkbox"/>	<input type="checkbox"/>
11	SITHCCC039*	Produce pates and terrines	<input type="checkbox"/>	<input type="checkbox"/>
12	SITHCCC040*	Prepare and serve cheese	<input type="checkbox"/>	<input type="checkbox"/>
13	SITHCCC041*	Produce cakes, pastries and breads	<input type="checkbox"/>	<input type="checkbox"/>
14	SITHCCC042*	Prepare food to meet special dietary requirements	<input type="checkbox"/>	<input type="checkbox"/>
15	SITHCCC043*	Work effectively as a cook	<input type="checkbox"/>	<input type="checkbox"/>
16	SITHKOP010	Plan and cost recipes	<input type="checkbox"/>	<input type="checkbox"/>
17	SITHPAT016*	Produce desserts	<input type="checkbox"/>	<input type="checkbox"/>
18	SITXFSA005	Use hygienic practices for food safety	<input type="checkbox"/>	<input type="checkbox"/>
19	SITXFSA006	Participate in safe food handling practices	<input type="checkbox"/>	<input type="checkbox"/>
20	SITXCOM007	Show social and cultural sensitivity	<input type="checkbox"/>	<input type="checkbox"/>
21	SITXHRM007	Coach others in job skills	<input type="checkbox"/>	<input type="checkbox"/>
22	SITXINV006*	Receive, store and maintain stock	<input type="checkbox"/>	<input type="checkbox"/>
23	SITXWHS005	Participate in safe work practices	<input type="checkbox"/>	<input type="checkbox"/>
24	BSBSUS211	Participate in sustainable work practices	<input type="checkbox"/>	<input type="checkbox"/>
25	SITHKOP009*	Clean kitchen premises and equipment	<input type="checkbox"/>	<input type="checkbox"/>

SIT40521 Certificate IV in Kitchen Management

Please tick the boxes (under the **CT applied** column only) for the units you wish to receive Credit Transfer for.

S. No	New Code	New Unit Description	CT Applied	CT Granted
Core Units				
1	SITHCCC023*	Use food preparation equipment	<input type="checkbox"/>	<input type="checkbox"/>
2	SITHCCC026*	Package prepared foodstuffs	<input type="checkbox"/>	<input type="checkbox"/>
3	SITHCCC027*	Prepare dishes using basic methods of cookery	<input type="checkbox"/>	<input type="checkbox"/>
4	SITHCCC028*	Prepare appetisers and salads	<input type="checkbox"/>	<input type="checkbox"/>
5	SITHCCC029*	Prepare stocks, sauces and soups	<input type="checkbox"/>	<input type="checkbox"/>
6	SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes	<input type="checkbox"/>	<input type="checkbox"/>
7	SITHCCC031*	Prepare vegetarian and vegan dishes	<input type="checkbox"/>	<input type="checkbox"/>
8	SITHCCC035*	Prepare poultry dishes	<input type="checkbox"/>	<input type="checkbox"/>
9	SITHCCC036*	Prepare meat dishes	<input type="checkbox"/>	<input type="checkbox"/>
10	SITHCCC037*	Prepare seafood dishes	<input type="checkbox"/>	<input type="checkbox"/>
11	SITHCCC039*	Produce pates and terrines	<input type="checkbox"/>	<input type="checkbox"/>
12	SITHCCC040*	Prepare and serve cheese	<input type="checkbox"/>	<input type="checkbox"/>
13	SITHCCC041*	Produce cakes, pastries and breads	<input type="checkbox"/>	<input type="checkbox"/>
14	SITHCCC042*	Prepare food to meet special dietary requirements	<input type="checkbox"/>	<input type="checkbox"/>
15	SITHCCC043*	Work effectively as a cook	<input type="checkbox"/>	<input type="checkbox"/>
16	SITHKOP010	Plan and cost recipes	<input type="checkbox"/>	<input type="checkbox"/>
17	SITHPAT016*	Produce desserts	<input type="checkbox"/>	<input type="checkbox"/>
18	SITXFSA005	Use hygienic practices for food safety	<input type="checkbox"/>	<input type="checkbox"/>
19	SITXFSA006	Participate in safe food handling practices	<input type="checkbox"/>	<input type="checkbox"/>
20	SITXCOM007	Show social and cultural sensitivity	<input type="checkbox"/>	<input type="checkbox"/>
21	SITXHRM007	Coach others in job skills	<input type="checkbox"/>	<input type="checkbox"/>
22	SITXINV006*	Receive, store and maintain stock	<input type="checkbox"/>	<input type="checkbox"/>
23	SITHKOP012*	Develop recipes for special dietary requirements	<input type="checkbox"/>	<input type="checkbox"/>
24	SITHKOP013*	Plan cooking operations	<input type="checkbox"/>	<input type="checkbox"/>
25	SITHKOP015*	Design and cost menus	<input type="checkbox"/>	<input type="checkbox"/>
26	SITXCCS015	Enhance customer service experiences	<input type="checkbox"/>	<input type="checkbox"/>
27	SITXCOM010	Manage conflict	<input type="checkbox"/>	<input type="checkbox"/>
28	SITXFIN009	Manage finances within a budget	<input type="checkbox"/>	<input type="checkbox"/>
29	SITXFSA008*	Develop and implement a food safety program	<input type="checkbox"/>	<input type="checkbox"/>
30	SITXHRM008	Roster staff	<input type="checkbox"/>	<input type="checkbox"/>
31	SITXHRM009	Lead and manage people	<input type="checkbox"/>	<input type="checkbox"/>
32	SITXMGT004	Monitor work operations	<input type="checkbox"/>	<input type="checkbox"/>
33	SITXWHS007	Implement and monitor work health and safety practices	<input type="checkbox"/>	<input type="checkbox"/>

SIT50422 Diploma of Hospitality Management

Please tick the boxes (under the **CT applied column** only) for the units you wish to receive Credit Transfer for.

S. No	New Code	New Unit Description	CT Applied	CT Granted
Core Units				
1	SITHCCC027*	Prepare dishes using basic methods of cookery	<input type="checkbox"/>	<input type="checkbox"/>
2	SITHCCC028*	Prepare appetisers and salads	<input type="checkbox"/>	<input type="checkbox"/>
3	SITHCCC029*	Prepare stocks, sauces and soups	<input type="checkbox"/>	<input type="checkbox"/>
4	SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes	<input type="checkbox"/>	<input type="checkbox"/>
5	SITHCCC031*	Prepare vegetarian and vegan dishes	<input type="checkbox"/>	<input type="checkbox"/>
6	SITHCCC035*	Prepare poultry dishes	<input type="checkbox"/>	<input type="checkbox"/>
7	SITHCCC036*	Prepare meat dishes	<input type="checkbox"/>	<input type="checkbox"/>
8	SITHCCC037*	Prepare seafood dishes	<input type="checkbox"/>	<input type="checkbox"/>
9	SITHCCC039*	Produce pates and terrines	<input type="checkbox"/>	<input type="checkbox"/>
10	SITHCCC041*	Produce cakes, pastries and breads	<input type="checkbox"/>	<input type="checkbox"/>
11	SITHCCC042*	Prepare food to meet special dietary requirements	<input type="checkbox"/>	<input type="checkbox"/>
12	SITHKOP013*	Plan cooking operations	<input type="checkbox"/>	<input type="checkbox"/>
13	SITHPAT016*	Produce desserts	<input type="checkbox"/>	<input type="checkbox"/>
14	SITXFSA005	Use hygienic practices for food safety	<input type="checkbox"/>	<input type="checkbox"/>
15	SITXFSA006	Participate in safe food handling practices	<input type="checkbox"/>	<input type="checkbox"/>
16	SITXINV006*	Receive, store and maintain stock	<input type="checkbox"/>	<input type="checkbox"/>
17	SITXCCS015	Enhance customer service experiences	<input type="checkbox"/>	<input type="checkbox"/>
18	SITXCOM010	Manage conflict	<input type="checkbox"/>	<input type="checkbox"/>
19	SITXFIN009	Manage finances within a budget	<input type="checkbox"/>	<input type="checkbox"/>
20	SITXFSA008*	Develop and implement a food safety program	<input type="checkbox"/>	<input type="checkbox"/>
21	SITXHRM008	Roster staff	<input type="checkbox"/>	<input type="checkbox"/>
22	SITXHRM009	Lead and manage people	<input type="checkbox"/>	<input type="checkbox"/>
23	SITXMGT004	Monitor work operations	<input type="checkbox"/>	<input type="checkbox"/>
24	SITXWHS007	Implement and monitor work health and safety practices	<input type="checkbox"/>	<input type="checkbox"/>
25	SITXCCS016	Develop and manage quality customer service practices	<input type="checkbox"/>	<input type="checkbox"/>
26	SITXFIN010	Prepare and monitor budgets	<input type="checkbox"/>	<input type="checkbox"/>
27	SITXGLC002	Identify and manage legal risks and comply with law	<input type="checkbox"/>	<input type="checkbox"/>
28	SITXMGT005	Establish and conduct business relationships	<input type="checkbox"/>	<input type="checkbox"/>

Application for Credit Transfer (Hospitality)



STUDENT DECLARATION:

Complete all the relevant details on first page. Original of all Certificates / Statements of Attainment have been provided to TIV and their copies submitted for the purpose of this Credit Transfer application. All original documents have been obtained through accredited training pathways.

Student's Name	
Student's Signature	
Date	

Office Use Only

Checklist	
Original Certificates / Statements of attainment(s) have been sighted?	<input type="checkbox"/>
Copies of all Certificates / Statements of attainment(s) are attached to this application?	<input type="checkbox"/>
CT "Granted" column in is completed?	<input type="checkbox"/>
Credit noted on Student Management System /Student file	<input type="checkbox"/>

PROTECTING STUDENT PRIVACY

TIV stores and uses personal information only for the purposes of administering Student enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. In some instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.