

# Course Credit Transfer Application Form - IT

F-1.5.5



**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.
- There are no fees for Course Credit Transfer. Assessment fee applies for RPL/RCC. The failure in payment will be deemed as unsuccessful in RPL/RCC.

**Glossary:**

- **CT (Credit Transfer)** - 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.**

<b>Certificate IV in Information Technology (ICT40115)</b>			
WHS and Sustainable IT environment	ICTICT202	Work and communicate effectively in an ICT environment	
	BSBWHS304	Participate effectively in WHS communication and consultation processes	
	BSBSUS301	Implement and monitor environmentally sustainable work practices	
Network Topologies	ICTNWK516	Determine best-fit topology for a local network	
	ICTNWK517	Determine best-fit topology for a wide area network	
Server Management and Documentation	ICTNWK401	Install and manage a server	
	ICTNWK412	Create network documentation	
Copyright and Ethics	ICTICT418	Contribute to copyright, ethics and privacy in an ICT environment	
Object Oriented Programming I	ICTPRG406	Apply introductory object-oriented language skills	
Database Development	ICTDBS403	Create basic databases	
	ICTPRG402	Apply query language	
Website Development	ICTWEB409	Develop cascading style sheets	
	ICTWEB418	Use development software and ICT tools to build a basic website	
	ICTWEB429	Create a markup language document to specification	
Wireless Network	ICTICT401	Determine and confirm client business requirements	
	ICTNWK405	Build a small wireless local area network	
	ICTSAS307	Install, configure and secure a small office or home office network	
	ICTNWK410	Install hardware to a network	
Systems Analysis	ICTSAD501	Model data objects	
	ICTSAD502	Model data processes	
<b>Diploma of Information Technology (ICT50115)</b>			
Network Topologies*	ICTNWK516	Determine best-fit topology for a local network	
	ICTNWK517	Determine best-fit topology for a wide area network	
Systems Analysis*	ICTSAD501	Model data objects	
	ICTSAD502	Model data processes	
Server Configuration and Tools	ICTNWK505	Design, build and test a network server	
	ICTSAS518	Install and upgrade operating systems	
	ICTSAS517	Use network tools	
Object Oriented Programming II	ICTPRG527	Apply intermediate object-oriented language skills	
Workplace Safety	BSBWHS501	Ensure a safe workplace	
Sustainability in Workplace	BSBSUS501	Develop workplace policy and procedures	

		for sustainability		
ICT Business Analysis	ICTICT509	Gather data to identify business requirements		
	ICTICT511	Match ICT needs with the strategic direction of the enterprise		
Web Programming	ICTWEB411	Produce basic client-side script for dynamic web page		
	ICTWEB502	Create dynamic web pages		
System Security	ICTNWK520	Design ICT system security controls		
Design Project	ICTSAD504	Implement quality assurance processes for business solutions		
	ICTSAD505	Develop technical requirements for business solutions		
	ICTSAS601	Implement change management processes		
	ICTPRG602	Manage the development of technical solutions from business specifications		
	ICTICT603	Manage the use of appropriate development methodologies		
*Network Topologies and Systems Analysis are delivered in 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.				
<b>Advanced Diploma of Information Technology (ICT60115)</b>				
Design Project*	ICTSAD504	Implement quality assurance processes for business solutions		
	ICTSAD505	Develop technical requirements for business solutions		
	ICTSAS601	Implement change management processes		
	ICTPRG602	Manage the development of technical solutions from business specifications		
	ICTICT603	Manage the use of appropriate development methodologies		
ICT Sustainability	ICTSUS601	Integrate sustainability in ICT planning and design projects		
Cloud Computing	ICTICT508	Evaluate vendor products and equipment		
	ICTPRG604	Create cloud computing services		
	ICTNWK616	Manage security, privacy and compliance of cloud service deployment		
Manage ICT Communication	ICTICT608	Interact with clients on a business level		
	ICTICT606	Develop communities of practice		
ICT Copyrights and Ethics	ICTICT610	Manage copyright, ethics and privacy in an ICT environment		
Project Management	ICTPMG609	Plan and direct complex ICT projects		
	ICTPMG606	Manage ICT project quality		
Manage ICT Team	BSBWOR502	Lead and manage team effectiveness		
	ICTICT602	Develop contracts and manage contracted performance		
* This unit is delivered in the ICT50115 Diploma of Information Technology				

**Supporting evidence:**  Certificate  Transcript  Others: \_\_\_\_\_

**Student Declaration:**

I wish to apply for Course Credit in the above mentioned course or units 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 eCOE will be issued and I will be responsible to advise the Immigration Department for any new changes to my course duration.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**Official Use Only**

**Section 2. Marketing or Student Services to complete**

- To be completed **before** Course Coordinator assessed application

Received and Checked by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 3. Course Coordinators to complete**

**GRANTED**

Number of subjects granted: \_\_\_\_\_ Based on evidence provided by: \_\_\_\_\_

Duration of Course affected: \_\_\_\_\_ Proposed new end date: \_\_\_\_\_

Direct entry granted: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFUSED**

Number of subjects refused: \_\_\_\_\_

Reason for refusal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Assessed and Approved by Course Coordinator**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 4. Marketing or Student Services to complete**

4.1 Student has been contacted, informed and acknowledged the following information.

- The outcome of course credit application (Granted/Refused).
- If granted
  - The duration of his/her course may be shortened, hence a new eCOE will be issued and he/she will be responsible to advise the Immigration Department for any new changes to his/her course duration.
- If refused
  - According to National Code Standard 8, he/she reserves the right to access the College's complaints and appeals processes within 20 days of receiving this decision to have his/her grievances heard and addressed.

Contacted by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4.2 To be completed (Only if **Course Credit is granted**)

- New eCOE created
  - Yes Created by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
  - N/A
- Updated student enrolment in Paradigm by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_