

CREDIT TRANSFER APPLICATION FORM – PREVIOUS STUDIES

Introduction

Le Culinaire Hospitality Institute recognizes credit transfers for students who possess an equivalent unit of competency within the Australian Qualifications Framework (AQF). Students are eligible for credit transfer even if the training package title differs from the one in which the unit of competency was originally completed.

For units of competency that have been superseded, for education obtained overseas, or for informal learning (including work-based competencies), students should submit a Recognition of Prior Learning (RPL) application using the Recognition of Prior Learning (RPL) Application Form.

Students may receive Credit Transfer (CT) for individual units of competency or entire modules. It is important to note that some modules are delivered holistically, meaning that partial credit transfer for these modules may not always be feasible.

In cases where a student receives partial course credit for a module, they may still need to complete the full module to ensure adequate training and assessment in the unrecognized stages. Le Culinaire Hospitality Institute is unable to modify or extract components of a module to accommodate only the specific Units of Competency that the student requires.

Application Fee

There is no application fee required for Credit Transfer.

Please note that a reduction in tuition fees due to credit transfer is only applicable when students are granted course credit for an entire term of study. To qualify, the Course Credit Application must be submitted at least 6 weeks prior to the start of the term for which the student is seeking credit.

If course credit for a full term is approved, the student will not be responsible for paying tuition fees for that term.

However, if the Course Credit Application is submitted within ten working days of the term's commencement or after the term has started, the student will not be required to attend classes, but they will not be eligible for a fee reduction.

Right to Appeal

Students have the right to appeal any assessment decisions. The appeal process is outlined in the Student Handbook.

Supporting Evidence

Students must provide a certified copy of their qualification testamur, academic transcripts, or a USI statement as supporting evidence for their application.

CT Application Form

Name:	D.O.B:
Address:	
Mobile Number:	Email:

Please tick the course applying for course credit

- SIT20421 Certificate II in Cookery (Domestic Students Only)
- SIT20322 Certificate II in Hospitality (Domestic Students Only)
- Certificate III in Commercial Cookery (SIT30821)
- Certificate III in Patisserie (SIT31021)
- Certificate IV in Kitchen Management (SIT40521)
- Certificate IV in Patisserie (SIT40721)
- Diploma of Hospitality Management (SIT50422)
- Advance Diploma of Hospitality Management (SIT60322)

Evidence to be Provided

- Testamur and Academic Transcript including Unit of Competency Code(s).

(All forms of evidence must be from a registered RTO and should meet the AQF qualifications issuance policy. Please see the AQF Qualifications Issuance Policy on www.aqf.edu.au)



- Unique Student Identifier: You can permit Le Culinaire Hospitality Institute to view your full VET transcript. If you don't permit Le Culinaire Hospitality Institute to view your VET transcript within the USI Registry System, you can provide a copy of your full VET transcript extract.

(Please note that if you're studying a nationally recognised training in Australia from 1 January 2015, you will be required to have a Unique Student Identifier (USI) that links to an online account that contains all your training records and results you had completed from 1 January 2015 onwards. The USI is needed before a qualification can be issued.) **Please include your USI number below:**

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Applicant Declaration and Authority to Release Information

By signing below, I declare that:

- I am aware that Le Culinaire hospitality Institute has a policy of checking the validity of qualifications that I submit as evidence.
- I hereby give permission for Le Culinaire hospitality Institute to contact any third party I have referenced for verification of my currency.
- I hereby consent to Le Culinaire hospitality Institute to making enquiries and verifying documents and qualifications submitted as part of this application.
- I expressly authorise issuing institutions and authorities, including private RTOs, TAFE institutions to provide verification to Le Culinaire hospitality Institute of qualifications and statements of attainment issued to me.

I _____ (applicant name) declare that the information that has been provided in this course credit application is true and accurate, and that I have submitted true copies of the original certificate and transcripts.

Signature: _____ Date: _____

Units Information and Supporting documentation

Details of study completed				Office Use Only	
Unit Code	Unit Name	Year of Study	Evidence	Comments	Approval
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>

Office Use Only

Name of the authorised Le Culinaire Hospitality Institute Staff _____

I have verified the transcripts with issuing RTO Yes No

I have verified the USI Transcripts Yes No

I confirm that this application to transfer credit is Approved Not Approved

Signature: _____ Date: _____