

Credit Transfer Application Form (For SIT Qualifications)

- Please fill out this form and complete all sections.
- Please ensure that certified supporting documents are attached with this application

Credit Transfer Application Form			
Section 1 – Student Details			
Student Name:		Student ID:	
Course Code and Name:	<input type="checkbox"/> SIT30821 - Certificate III in Commercial Cookery <input type="checkbox"/> SIT40521- Certificate IV in Kitchen Management <input type="checkbox"/> SIT50422- Diploma of Hospitality Management		
Section 2 – Application and Declaration			
Student: <input type="checkbox"/> I wish to apply for credit transfer for the units of competency/modules listed below. <input type="checkbox"/> I have attached an original copy of certification documentation from another RTO. <input type="checkbox"/> I declare that certification documentation supplied is legitimate, true and correct. <input type="checkbox"/> I understand that the Assessor will verify my certification documentation for validity.			
Student Signature:		Date:	
Note: Australian School of Commerce (ASOC) may decide to reject an application from a student in the event that the VET transcripts issued by the Registrar cannot be authenticated.			

Section 3 – Units /Modules Outcome

(Please ensure that certified supporting documents such as Statement of Attainment/Result or Official Transcripts are attached with this application)

		Assessor Only (FOR OFFICE USE ONLY)									
Unit Code	Unit Name	SIT30821 Certificate III in Commercial Cookery	SIT40521 Certificate IV in Kitchen Management	SIT50422 Diploma of Hospitality Management	Old Code	Superseded or Equivalent	Evidence against the credit transfer requested	Evidence supplied	Evidence Verified	Assessment Outcome	Assessor Initial
SITXFSA005	Use hygienic practices for food safety				SITXFSA001	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITHCCC027	Prepare dishes using basic methods of cookery				SITHCCC005	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITXHRM007	Coach others in job skills				SITXHRM001	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITHKOP010	Plan and cost recipes				SITHKOP002	Superseded		<input type="checkbox"/>	<input type="checkbox"/>		
SITHCCC041	Produce cakes, pastries, and breads				SITHCCC019	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITHCCC028	Prepare appetisers and salads				SITHCCC006	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITHCCC035	Prepare poultry dishes				SITHCCC012	Superseded		<input type="checkbox"/>	<input type="checkbox"/>		
SITHCCC023	Use food preparation equipment				SITHCCC001	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITHCCC029	Prepare stocks, sauces and soups				SITHCCC007	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITHCCC040	Prepare and serve cheese				SITHCCC017	Superseded		<input type="checkbox"/>	<input type="checkbox"/>		

SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes				SITHCCC008	Superseded		<input type="checkbox"/>	<input type="checkbox"/>		
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SITHCCC031	Prepare vegetarian and vegan dishes							<input type="checkbox"/>	<input type="checkbox"/>		
SITHCCC039	Produce pates and terrines				SITHCCC039	Superseded		<input type="checkbox"/>	<input type="checkbox"/>		
SITHCCC026	Package prepared foodstuffs				SITHCCC004	Superseded		<input type="checkbox"/>	<input type="checkbox"/>		
SITHCCC036	Prepare meat dishes				SITHCCC014	Superseded		<input type="checkbox"/>	<input type="checkbox"/>		
SITHCCC037	Prepare seafood dishes				SITHCCC013	Superseded		<input type="checkbox"/>	<input type="checkbox"/>		
SITHCCC042	Prepare food to meet special dietary requirements				SITHCCC018	Superseded		<input type="checkbox"/>	<input type="checkbox"/>		
SITXWHS005	Participate in safe work practices				SITXWHS001	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITHKOP009	Clean kitchen premises and equipment				SITHKOP001	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITHPAT016	Produce desserts				SITHPAT006	Superseded		<input type="checkbox"/>	<input type="checkbox"/>		
SITXFSA006	Participate in safe food handling practices				SITXFSA002	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITXINV006	Receive, store and maintain stock				SITXINV002	Superseded		<input type="checkbox"/>	<input type="checkbox"/>		
SITXINV007	Purchase goods				SITXINV003	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		

BSBSUS211	Participate in sustainable work practices				BSBSUS201	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
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SITHCCC043	Work effectively as a cook				SITHCCC020	Superseded		<input type="checkbox"/>	<input type="checkbox"/>		
SITXFSA008	Develop and implement a food safety program				SITXFSA004	Superseded		<input type="checkbox"/>	<input type="checkbox"/>		
SITHKOP012	Develop recipes for special dietary requirements				SITHKOP004	Superseded		<input type="checkbox"/>	<input type="checkbox"/>		
SITHKOP015	Design and cost menus				SITHKOP007	Superseded		<input type="checkbox"/>	<input type="checkbox"/>		
SITXCOM010	Manage conflict				SITXCOM005	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITHKOP013	Plan cooking operations				SITHKOP005	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITXWHS007	Implement and monitor work health and safety practices				SITXWHS003	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITXMG004	Monitor work operations				SITXMG001	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITXHRM009	Lead and manage people				SITXHRM003	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITXFIN009	Manage finances within a budget				SITXFIN003	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITXHRM008	Roster staff				SITXHRM002	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITXMG005	Establish and conduct business relationships				SITXMG002	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		

SITXGLC002	Identify and manage legal risks and comply with law				SITXGLC001	Superseded		<input type="checkbox"/>	<input type="checkbox"/>		
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SITXFIN010	Prepare and monitor budgets				SITXFIN004	Superseded		<input type="checkbox"/>	<input type="checkbox"/>		
SITXCCS016	Develop and manage quality customer service practices				SITXCCS008	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITXCCS015	Enhance customer service experiences				SITXCCS007	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
BSBFIN601	Manage organisational finances				BSBFIM601	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
BSBOPS601	Develop and implement business plans				BSBMGT617	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITXFIN011	Manage physical assets				SITXFIN005	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITXHRM010	Recruit, select and induct staff				SITXHRM004	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITXHRM012	Monitor staff performance				SITXHRM006	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITXMPR014	Develop and implement marketing strategies				SITXMPR007	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
SITXWHS008	Establish and maintain a work health and safety system				SITXWHS004	Equivalent		<input type="checkbox"/>	<input type="checkbox"/>		
Section 4 – Student Acceptance											
Student Signature:						Date:					

Section 5 – Assessor Judgement and Declaration (FOR OFFICE USE ONLY)					
<input type="checkbox"/> I declare that I have verified certification documentation and the documents supplied by the student are legitimate, true and correct.					
Application Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No					
CoE duration adjusted because of Credit Transfer: <input type="checkbox"/> Yes <input type="checkbox"/> No					
ASOC Assessor Name:					
Admin Use only					
SMS Updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	.	Initials	
Student file updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:		Initials	
Credit Transfer Record Register Updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:		Initials	

Please note: If you are applying CT (Credit Transfer) for any other unit / units which are not listed in the CT form please use the last blank page.

√ P: Stands for package course units.

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