

Course Credit Transfer Application Form – Hairdressing



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/Administration Officer (where relevant).
- This completed form is forwarded to the Head Trainer and Assessor who will contact you to discuss your application if needed.
- There are no fees for Credit Transfer application.

Glossary:

- **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: _____

*Course Enrolled: _____

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

| Certificate III in Hairdressing (SHB30416) | | | |
|--|--|------|-----------------|
| Unit Code | Unit Title | Tick | Office Use Only |
| BSBSUS201 | Participate in environmentally sustainable work practices | | |
| SHHBAS001 | Provide shampoo and basin services | | |
| SHBHCLS002 | Colour and lighten hair | | |
| SHBHCLS003 | Provide full and partial head highlighting treatments | | |
| SHBHCLS004 | Neutralise unwanted colours and tones | | |
| SHBHCLS005 | Provide on scalp full head and retouch bleach treatments | | |
| SHBHCUT001 | Design haircut structures | | |
| SHBHCUT002 | Create one length or solid haircut structures | | |
| SHBHCUT003 | Create graduated haircut structures | | |
| SHBHCUT004 | Create layered haircut structures | | |
| SHBHCUT005 | Cut hair using over-comb techniques | | |
| SHBHDES003 | Create finished hair designs | | |
| SHBHIND001 | Maintain and organise tools, equipment and work areas | | |
| SHBHIND003 | Develop and expand a client base | | |
| SHBHREF002 | Straighten and relax hair with chemical treatments | | |
| SHBHTRI001 | Identify and treat hair and scalp conditions | | |
| SHBXCCS001 | Conduct salon financial transactions | | |
| SHBXCCS002 | Provide salon services to clients | | |
| SHBXIND001 | Comply with organisational requirements within a personal services environment | | |
| SHBXIND002 | Communicate as part of a salon team | | |
| SHBXWHS001 | Apply safe hygiene, health and work practices | | |
| SHBHCUT006 | Create combined haircut structures | | |
| SHBHCUT007 | Create combined traditional and classic men's haircut structures | | |
| SHBHDES004 | Create classic long hair up-styles | | |
| SHBHREF003 | Straighten and relax hair with protein treatments | | |
| SIRRMER001 | Produce visual merchandise displays | | |
| SHBXCCS004 | Recommend products and services | | |
| SIRRINV001 | Receive and handle retail stock | | |

REFUSED

Number of units refused: _____

Reason for refusal

Assessed and approved by Head Trainer and Assessor

Name: _____ Signature: _____ Date: _____

Section 4. Marketing or Administration Officer 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 to international students and they will be responsible for advising 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 of receiving this decision to have their grievances heard and addressed.

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

- New eCOE created for International Students

Yes Created by: _____ Signature: _____ Date: _____

N/A

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