

Course Credit Transfer Application Form – Barbering



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 Barbering (SHB30516)			
Unit Code	Unit Title	Tick	Office Use Only
BSBSUS201	Participate in environmentally sustainable work practices		
SHHBAS001	Provide shampoo and basin services		
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		
SHBHCUT007	Create combined traditional and classic men's haircut structures		
SHBHCUT009	Cut hair using freehand clipper techniques		
SHBHCUT011	Design and maintain beards and moustaches		
SHBHCUT012	Shave heads and faces		
SHBHCUT013	Provide men's general grooming services		
SHBHDES001	Dry hair to shape		
SHBHIND001	Maintain and organise tools, equipment and work areas		
SHBHIND003	Develop and expand a client base		
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		
SHHBAS002	Provide head, neck and shoulder massages for relaxation		
SHBHCUT010	Create haircuts using tracks and carving		
SHBXCCS004	Recommend products and services		
SIRRV001	Receive and handle retail stock		
SIRRMER001	Produce visual merchandise displays		

Supporting evidence: Certificate Transcript Others: _____

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: _____