

## Course Credit Transfer Application Form – Diploma of Beauty Therapy



**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.

Diploma of Beauty Therapy (SHB50115)		
SHBBINF001	Maintain infection control standards	
SHBBCCS001	Advise on beauty products and services	
SHBBMUP002	Design and apply make-up	
SHBBMUP003	Design and apply make-up for photography	
SHBBMUP004	Design and apply remedial camouflage make-up	
SHBXCCS002	Provide salon services to clients	
SHBBFAS003	Provide specialised facial treatments	
SHBBFAS002	Provide facial treatments and skin care recommendations	
SHBBFAS001	Provide lash and brow services	
SHBBSKS005	Provide micro-dermabrasion treatments	
SHBBBOS003	Provide body treatments	
SHBBBOS002	Provide body massages	
SHBXIND001	Comply with organisational requirements within personal services environment	
SHBXWHS001	Apply safe hygiene, health and work practices	
SHBXCCS001	Conduct salon financial transactions	
SHBBRES001	Research and apply beauty industry information	
SHBBBOS001	Apply cosmetic tanning products	
SHBBNLS001	Provide manicure and pedicure services	
SHBBHRS001	Provide waxing services	
SHBBCCS002	Prepare personalised aromatic plant oil blends for beauty treatments	
SHBBBOS004	Provide aromatherapy massages	
SHBBSPA004	Provide Indian head massages for relaxation	
SHBBBOS005	Use reflexology relaxation techniques in beauty treatments	
SHBBSPA003	Provide stone therapy massages	
SHBBHRS002	Provide female intimate waxing services	

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

**Student Declaration:**

- I wish to apply for Course Credit in the above-mentioned course or unit/s 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. A new electronic Confirmation of Enrolment (eCOE) will be issued for international students.
- I will be responsible for advising the Department of Home Affairs for any new changes to my course duration (for international students only).
- I understand and agree to follow a different course plan as an outcome of Course Credit grant for the above-mentioned course or units.

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

**Official Use Only**

**Section 2. Marketing or Administration Officer to Complete**

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

**Note:** To be completed before Head Trainer and Assessor assesses the application.

**Section 3. Head Trainer and Assessor to Complete**

**GRANTED**

Number of units for which credits are granted: \_\_\_\_\_

Course duration after credits are granted: \_\_\_\_\_

<p><b>Notes:</b></p>     <p><b>Action Plan:</b></p>
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**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: \_\_\_\_\_