



Stott's Colleges Pty Ltd

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Website: <http://www.stotts.vic.edu.au>

Email: registrar@melblang.com.au

CRICOS Provider 00197D

Credit Transfer/ Exemptions Application Form

Who should complete this application?

This application form should be completed if you wish to apply for credit or exemption towards your Diploma course for previously completed TAFE studies.

When to submit this application?

You should submit your application when you apply for admission.

What to attach to this application?

- A certified copy of your academic transcript of results/ originals must be sighted (for previous studies completed in and out of Stott's Colleges); and
- A certified copy of the key to the results appearing on the academic transcript (for previous studies completed in and out of Stott's Colleges).

Where to submit the application?

Submit your application and supporting documentation to the Registrar.

When will I be notified of the outcome?

You will be notified of the outcome of your application in writing in your Letter of Offer.

Section 1 – Personal details		
Title	Given Names	Surnames
Student ID Number		
Address (including email)		
Daytime Telephone/Mobile		
Name of course applied for/ enrolled in		

Office Use

Credit Transfer/ Exemption Application Form

Reviewed and updated: September 2009

By: Compliance Officer

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Unit Code	Unit Name	Exemption Granted
CHCAD4A	Provide Advocacy & Representation	
CHCADMIN4B	Manage the Organisation's Finances, Accounts and Resources	
CHCCD13C	Working with Specific Communities	
CHCCD15B	Develop & Implement a Community Development Strategy	
CHCINF5B	Meet Statutory & Organisational Information Requirements	
CHCCM3B	Develop, Facilitate & Monitor all Aspects of Case Management	
CHCOM4B	Develop, Implement & Provide Effective Communication Techniques	
CHCCS402A	Respond Holistically to Client Issues	
CHCCS6B	Assess & Deliver Services to Clients with Complex Needs	
CHCCSL601A	Work within a Structured Counselling Process	
CHCCSL603A	Provide Support for Clients Implementing a Course of Action	
CHCSL602A	Facilitate the Counselling Relationship	
CHCCWI3B	Work with Clients Intensively	
CHCGROUP3C	Plan & Conduct Group Activities	
CHCNET3B	Develop New Networks	
CHCOHS401A	Implement & Monitor OH&S Policies and Procedures for a Workplace	
CHCORG28A	Reflect & Improve upon Professional Practice	
CHCORG6B	Coordinate the Work Environment	
CHCPOL3A	Undertake Research Activities	
CHCPOL4A	Develop & Implement Policy	
	Total exemptions	

Assessor Signature: **Date:**.....

Student Signature: **Date:**.....

<p>Office Use</p> <p>Proposed Completion Date:</p> <p>Reporting/ CoE Variation needed? Yes No</p> <p>Reporting/ CoE Variation: Completed Not Completed</p>

The application form and the relevant documentations must be filed in the student's file.