

# Application for Credit Transfer

Evolution Hospitality Institute

RTO # 91256 CRICOS 02869G



Student Name: \_\_\_\_\_

Student Number (if known): \_\_\_\_\_

Course: \_\_\_\_\_

Date of Application: \_\_\_/\_\_\_/\_\_\_

(Applications for Credit Transfer must be made within 2 weeks of course commencement. Applications made after this time may incur an additional fee)

Name of Previous RTO (Registered Training Organisation): \_\_\_\_\_

Course Studied: \_\_\_\_\_ Date of commencement: \_\_\_/\_\_\_/\_\_\_ Date of completion: \_\_\_/\_\_\_/\_\_\_

Bring this form and your **original transcript** to Administration.

(Credit Transfer's **will not be processed** without Original Transcript from RTO.)

I wish to apply for a Credit Transfer for the following units:

UOC Code	Unit Name	Please tick	Approved	Not approved	Remarks
THHBKA01B	Organise and prepare food				
THHBKA02B	Present food				
THHBKA03B	Receive and store kitchen supplies				
THHBKA04B	Clean and maintain kitchen premises				
THHBCC01B	Use basic methods of cookery				
THHBCC00B	Prepare sandwiches				
THHGH01B	Follow workplace hygiene procedures				
THHCOR01B	Work with colleagues and customers				
THHBCC02B	Prepare appetizers and salads				
THHBCC03B	Prepare stocks, soups and sauces				
THHBCC04B	Prepare vegetables, eggs and farinaceous				
THHCOR02B	Work in a socially diverse environment				
THHCOR03B	Follow health safety and security procedures				
THHCO01B	Develop and update hospitality industry knowledge				
THHCH01A	Prepare cook and serve food (holistic)				
THHGGA01B	Communicate on the telephone				
THHGCS02B	Promote products and services to customers				
THHGCS03B	Deal with conflict situations				
THHGTR01B	Coach others in job skills				
THHCH02A	Prepare cook and serve food for menus (holistic)				

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THHBCC05B	Prepare and cook poultry and game				
THHBCC06B	Prepare and cook seafood				
THHBCC07B	Select prepare and cook meat				
THHBCC08B	Prepare hot and cold desserts				
THHBCC09B	Prepare pastry cakes and yeast goods				
THHBCC10B	Plan and prepare food for buffets				
THHBCC11B	Implement food safety procedures				
THHBCAT01B	Prepare foods according to dietary and cultural needs				
THHBCC13B	Plan and control menu based catering				
THHS2CC2B	Establish and maintain quality control				
THHS2CC3B	Develop a food safety program				
THHBPT01B	Prepare and produce pastries				
THHBPT02B	Prepare and produce cakes				
THHBPT03B	Prepare and produce yeast goods				
THHADPT03B	Present desserts				
THHADPT04B	Prepare and display petit fours				
THHADCCC06B	Prepare chocolate and chocolate confectionary				
THHADPT08B	Plan, prepare and display sweet buffet show pieces				
THHADPT06B	Prepare desserts to meet specific dietary requirements				

You can also apply for Recognition of Prior Learning, which is recognizing learning without a formal transcript. If you believe you have skills or experience that should be considered, please complete an RPL form. Evidence of competency can be collected from other sources such as current job performance, resumes with supporting documents, logbooks, job descriptions, projects or assignments or workplace interviews.

## ADMIN USE ONLY

- Transcript sighted, copied and attached
- Approved by D.O.S. Sign: \_\_\_\_\_ Date: \_\_/\_\_/\_\_
- Units credited entered in system
- Feedback given to student within 5 working days of application Date: \_\_/\_\_/\_\_
- Report passed to trainer outlining units credited
- Form and documents filed