

# Course Credit Transfer Application Form - Leadership and Management



F-1.5.2

**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/Student Services (where relevant).
- This completed form is forwarded to the relevant Course Coordinators who will contact you to discuss your application if needed.
- There are no fees for Course Credit Transfer. Assessment fee applies for RPL/RCC. The failure in payment will be deemed as unsuccessful in RPL/RCC.

**Glossary:**

- **CT (Credit Transfer)** - 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: \_\_\_\_\_ \*College: \_\_\_\_\_

\*Course enrolled: \_\_\_\_\_

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

Certificate II in Business (BSB2015)				
Subject	Unit Code	Unit Title	Ti-ck	Office Use Only
Business Environment 1	BSBWHS201	Contribute to health and safety of self and others		
	BSBWOR202	Organise and complete daily work activities		
	BSBWOR203	Work effectively with others		
	BSBIND201	Work effectively in a business environment		
	BSBCUS201	Deliver a service to customers		
	BSBINN201	Contribute to workplace innovation		
	BSBSUS201	Participate in environmentally sustainable work practices		
Business IT 1	BSBITU211	Produce digital text documents		
	BSBITU212	Create and use spreadsheets		
	BSBITU213	Use digital technologies to communicate remotely		
	BSBWOR204	Use business technology		
Business Accounting 1	FNSACC311	Process financial transactions and extract interim reports		
Certificate IV in Business (BSB40215)				
Business Customer Service 1	BSBCUS401	Coordinate implementation of customer service strategies		
Business Customer Service 2	BSBMKG413	Promote products and services		
	BSBMKG414	Undertake marketing activities		
Business IT 3	BSBITU404	Produce complex desktop published documents		
	BSBITU311	Use simple relational databases		
Business IT 4	BSBITU401	Design and develop complex text documents		
	BSBITU402	Develop and use complex spreadsheets		
Business Environment 3	BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements		
Business Environment 4	BSBRSK401	Identify risk and apply risk management processes		

Business Accounting 3	BSBFIA412	Report on financial activity		
<b>Diploma of Leadership and Management (BSB51918)</b>				
Operational Management	BSBMGT517	Manage operational plan		
Work Health and Safety	BSBWHS501	Ensure a safe workplace		
Personal Development	BSBWOR501	Manage personal work priorities and professional development		
Project Management	BSBPMG522	Undertake project work		
Customer Service	BSBCUS501	Manage quality customer service		
Finance	BSBFIM501	Manage budgets and financial plans		
Sustainability	BSBSUS501	Develop workplace policy and procedures for sustainability		
Marketing	BSBMKG510	Plan e-marketing communications		
Emotional Intelligence	BSBLDR511	Develop and use emotional intelligence		
Team Effectiveness	BSBWOR502	Lead and manage team effectiveness		
Leadership & Diversity	BSBLDR502	Lead and manage effective workplace relationships		
	BSBLDR504	Implement diversity in the workplace		
<b>Advanced Diploma of Leadership and Management (BSB61015)</b>				
Human Resources	BSBHRM602	Manage human resources strategic planning		
	BSBHRM604	Manage employee relations		
Organisational Change	BSBINN601	Lead and manage organisational change		
Innovation	BSBMGT608	Manage innovation and continuous improvement		
	BSBMGT622	Manage resources		
Work Health & Safety and Risk Management	BSBR5K501	Manage risk		
	BSBWHS605	Develop, implement and maintain WHS management systems		
Financial Management	BSBFIM601	Manage finances		
Leadership	BSBMGT605	Provide leadership across the organisation		
Marketing Plan	BSBMKG609	Develop a marketing plan		
Strategic & Business Planning	BSBMGT617	Develop and implement a business plan		
	BSBMGT616	Develop and Implement strategic plans		

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

**Student Declaration:**

- I wish to apply for Course Credit in the above-mentioned course or units 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, hence a new eCOE will be issued.
- I will be responsible to advise the Department of Home Affairs for any new changes to my course duration.
- 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**

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**Section 2. Marketing or Student Services to complete**

- To be completed **before** Course Coordinator assessed application

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

**Section 3. Course Coordinators to complete**

**GRANTED**

Number of subjects granted: \_\_\_\_\_ Based on evidence provided by: \_\_\_\_\_

Duration of Course affected: \_\_\_\_\_ Proposed new end date: \_\_\_\_\_

Direct entry granted: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFUSED**

Number of subjects refused: \_\_\_\_\_

Reason for refusal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Assessed and Approved by Course Coordinator**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 4. Marketing or Student Services to complete**

4.1 Student has been contacted, informed and acknowledged the following information.

- The outcome of course credit application (Granted/Refused).
- If granted
  - The duration of his/her course may be shortened, hence a new eCOE will be issued and he/she will be responsible to advise the Immigration Department for any new changes to his/her course duration.
- If refused
  - Per National Code Standard 8, he/she reserves the right to access the College's complaints and appeals processes within 20 days of receiving this decision to have his/her grievances heard and addressed.

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

- New eCOE created
  - Yes      Created by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
  - N/A
- Updated student enrolment in Paradigm by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_