

# Application for Course Credit Transfer 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 Coordinator 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: \_\_\_\_\_ \*College: \_\_\_\_\_

\*Course Enrolled: \_\_\_\_\_

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

Certificate II in Workplace Skills (BSB20120)				
Subject	Unit Code	Unit Title	Tick	Office Use Only
Workplace WHS and Sustainability	BSBSUS211	Participate in sustainable work practices		
	BSBWHS211	Contribute to the health and safety of self and others		
	BSBOPS306	Record stakeholder interactions		
Working Effectively	BSBOPS201	Work effectively in business environments		
	BSBPEF202	Plan and apply time management		
	BSBTWK201	Work effectively with others		
Customer Service	BSBOPS202	Engage with customers		
	BSBOPS203	Deliver a service to customers		
	BSBCMM211	Apply communication skills		
Self-Awareness	BSBPEF302	Develop self-awareness		
Certificate IV in Business – Leadership (BSB40120)				
Business Communication	BSBWRT411	Write complex documents		
	BSBXCM401	Apply communication strategies in the workplace		
Personal Wellbeing	BSBPEF401	Manage personal health and wellbeing		
	BSBPEF402	Develop personal work priorities		
Digital Technologies	BSBTEC404	Use digital technologies to collaborate in a work environment		
Workplace Leadership	BSBLDR411	Demonstrate leadership in the workplace		
	BSBXTW401	Lead and facilitate a team		
Business Presentations	BSBCMM411	Make presentations		
	BSBCRT412	Articulate, present and debate ideas		
Business Relationships	BSBTWK401	Build and maintain business relationships		
WHS Implementation	BSBWHS411	Implement and monitor WHS policies, procedures and programs		
Work Practices	BSBCRT411	Apply critical thinking to work practices		
Diploma of Leadership and Management (BSB50420)				
Operational Management	BSBOPS502	Manage business operational plans		
Emotional Intelligence	BSBPEF502	Develop and use emotional		

		intelligence		
Team Effectiveness	BSBTWK502	Manage team effectiveness		
Workplace Relationships	BSBLDR523	Lead and manage effective workplace relationships		
Communication	BSBCMM511	Communicate with influence		
Work Health and Safety	BSBWHS521	Ensure a safe workplace for a work area		
Critical Thinking	BSBCRT511	Develop critical thinking in others		
Personal Development	BSBPEF501	Manage personal and professional development		
Finance	BSBFIN501	Manage budgets and financial plans		
Customer Service	BSBOPS505	Manage organisational customer service		
Sustainability	BSBSUS511	Develop workplace policies and procedures for sustainability		
Business Risk	BSBOPS504	Manage business risk		
<b>Advanced Diploma of Leadership and Management (BSB60420)</b>				
Leadership	BSBLDR602	Provide leadership across the organisation		
Organisational Change	BSBLDR601	Lead and manage organisational change		
Workforce Planning	BSBHRM614	Contribute to strategic workforce planning		
Work Health & Safety Management	BSBWHS605	Develop, implement and maintain WHS management systems		
Innovation	BSBSTR601	Manage innovation and continuous improvement		
Workplace Diversity	BSBHRM615	Contribute to the development of diversity and inclusion strategies		
Strategic & Business Planning	BSBOPS601	Develop and implement business plans		
	BSBSTR602	Develop organisational strategies		
Creative Problem Solving	BSBCRT611	Apply critical thinking for complex problem solving		
Workplace Communication	BSBXCM501	Lead communication in the workplace		

**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, hence a new electronic Confirmation of Enrolment (eCoE) will be issued.
- I will be responsible for advising 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 unit/s.

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

**Official Use Only**

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**Section 2. Student Services to Complete**

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

**Note:** To be completed before the Course Coordinator assesses the application.

**Section 3. Course Coordinator to Complete**

**GRANTED**

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

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

**Notes:**

**Action Plan:**

**REFUSED**

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

Reason for refusal:

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**Assessed and Approved by Course Coordinator**

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

**Section 4. Student Services 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 and they will be responsible to advise 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 from receiving this decision to have their grievances heard and addressed.

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

- New eCOE created

Yes

N/A

- Updated student enrolment in Paradigm by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_