



COURSE CREDIT APPLICATION FORM VET – BUSINESS COURSES

APPLICANT DETAILS:

Name: _____
Given Name(s)

FAMILY NAME

Kent Student ID Number: _____ Contact Phone No. _____
(If known)

- | | | | | |
|---------|--------------------------|------------------------------|--------------------------|-------------------------------|
| Course: | <input type="checkbox"/> | Certificate IV in Business | <input type="checkbox"/> | Diploma of Business |
| | <input type="checkbox"/> | Certificate IV in Marketing | <input type="checkbox"/> | Diploma of Marketing |
| | <input type="checkbox"/> | Certificate IV in Accounting | <input type="checkbox"/> | Diploma of Accounting |
| | <input type="checkbox"/> | Advanced Diploma of Business | <input type="checkbox"/> | Advanced Diploma of Marketing |

Comments: _____

Student Signature: _____ Date: ____/____/____

Staff Member's Signature::	Date: / /
Position:	

SUBMIT FORM via E-mail To: admissions@kent.edu.au or in person at Reception Desk – Level 11, 10 Barrack Street, Sydney.

		Certificate IV in Business (BSB40215)	Certificate IV in Marketing (BSB41315)	Certificate IV in Accounting (FNS40611)	Diploma of Accounting (FNS50210)	Diploma of Business (BSB50215)	Diploma of Marketing (BSB51215)	Advanced Diploma of Business (BSB60215)	Advanced Diploma of Marketing (BSB60515)	Course Duration (in weeks)	Approved (Yes or No)
C4BM01V15-A	Business Communication-A	•	•							4	
C4BM01V15-B	Business Communication-B	•	•							4	
C4BM01V15-C	Business Communication-C	•	•							4	
C4BM02V15-A	Marketing Principles-A	•	•							4	
C4BM02V15-B	Marketing Principles-B	•	•							4	
C4BM03V15-A	Business Law and Work Health Safety	•								4	
C4BM03V15-B	Business Law and Work Health Safety	•								4	
C4MK01V15-A	Consumer Behaviour-A		•							4	
C4MK01V15-B	Consumer Behaviour-B		•							4	
C4AC01-A	Professional Ethics and Business law-A			•						4	
C4AC01-B	Professional Ethics and Business law-B			•						4	
C4AC02-A	Financial and Corporate Accounting-A			•						4	
C4AC02-B	Financial and Corporate Accounting-B			•						4	
C4AC02-C	Financial and Corporate Accounting-C			•						4	
C4AC03-A	Accounting information systems-A			•						4	
C4AC03-B	Accounting information systems-B			•						4	
DAC01-A	Accounting systems and processes-A				•					4	
DAC01-B	Accounting systems and processes-B				•					4	
DAC02-A	Management Accounting-A				•					4	
DAC02-B	Management Accounting-B				•					4	
DAC03-A	Financial Management-A				•					4	
DAC03-B	Financial Management-B				•					4	
DAC03-C	Financial Management-C				•					4	
C5BM01V15-A	Human Resources Management-A					•				4	
C5BM01V15-B	Human Resources Management-B					•				4	
C5BM01V15-C	Human Resources Management-C					•				4	
C5BM02V15	Financial management					•	•			4	
C5BM03V15	Customer relationship management					•	•			4	
C5MK01V15-A	Marketing Planning-A					•	•			4	
C5MK01V15-B	Marketing Planning-B					•	•			4	
C5MK02V15-A	International Marketing-A						•			4	
C5MK02V15-B	International Marketing-B						•			4	
C5MK02V15-C	International Marketing-C						•			4	
C6BM01V15-A	Management Principles-A						•	•		4	
C6BM01V15-B	Management Principles-B						•	•		4	
C6BM01V15-C	Management Principles-C						•	•		4	
C6BM02V15-A	Business Strategy-A						•			4	
C6BM02V15-B	Business Strategy-B						•			4	
C6BM02V15-C	Business Strategy-C						•			4	
C6BM02V15-D	Business Strategy-D						•			4	
C6MK01V15-A	Marketing Strategy-A							•		4	
C6MK01V15-B	Marketing Strategy-B							•		4	
C6MK01V15-C	Marketing Strategy-C							•		4	
C6MK01V15-D	Marketing Strategy-D							•		4	

Instructions for Students

It is recommended that students should also refer to Kent Institute Australia (Kent) **Course Credit and Articulation Policy and Procedure.**

Definition of credit transfer/unit exemption:

A course credit may be granted if there is a 'one to one' equivalence between the unit(s) successfully completed at the previous institution that match Kent's unit(s).

Policy:

- 1) Students seeking course credit should preferably apply within 30 days of the commencement of their course of study.
- 2) The following documents **must be attached** for your application for course credit to be considered:
 - a) Certified copies of Academic Transcripts or examination results.
 - b) The appropriate sections from the Student Handbook or syllabus for the year in which the relevant unit(s) were passed describing in detail the unit(s) studied at the previous institution.
 - c) An official English translation of overseas qualification/academic records
- 3) Where Kent grants a student course credit which leads to the shortening of the student's course, Kent will:
 - a) If the course credit is granted **before** the student Visa is granted, indicate the actual net course duration in the CoE for that student for that course; OR
 - b) If the course credit is granted **after** the student Visa is granted, report changes of course duration via the Department of Immigration & Border Protection (DIBP) reporting system (PRISMS).
- 4) Students would normally receive course credit up to a maximum of 50% of the course of study.
- 5) There is no credit recognition fees to be paid.
- 6) If applying for exemption on the basis of work experience, a resume which outlines the experience and a letter from your employer(s) stating that you must have a minimum of **three (3) years** work experience.