



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:
- Certificate IV in Business
 - Diploma of Business
 - Advanced Diploma of Business

Student 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)	Diploma of Business (BSB50215)	Advanced Diploma of Business (BSB60215)	Unit Duration (in weeks)	Approved (Yes or No)
C4BM01V15-A	Business Communication-A	BSBCUS402 Address customer needs	•			4	
C4BM01V15-B	Business Communication-B	BSBCMM301 Process customer complaints	•			2	
		BSBCUS403 Implement customer service standards	•			2	
C4BM01V15-C	Business Communication-C	BSBCMM401 Make a presentation	•			4	
C4BM02V15-A	Marketing Principles-A	BSBMKG414 Undertake marketing activities	•			4	
C4BM02V15-B	Marketing Principles-B	BSBINN301 Promote innovation in a team environment	•			2	
		BSBMKG413 Promote products and services	•			2	
C4BM03V15-A	Business Law and Work Health Safety	BSBWHS Implement and monitor WHS policies, procedures and programs to meet legislative requirements	•			4	
C4BM03V15-B	Business Law and Work Health Safety	BSBADM409 Coordinate business resources	•			2	
		BSBIPR403 Protect and use brands and business identity	•			2	
C5BM01V15-A	Human Resources Management-A	BSBHRM513 Manage workforce planning		•		4	
C5BM01V15-B	Human Resources Management-B	BSBHRM506 Manage recruitment, selection and induction process		•		4	
C5BM01V15-C	Human Resources Management-C	BSBHRM505 Manage remuneration and employee benefits		•		4	
C5BM02V15	Financial management	BSBFIM501 Manage budgets and financial plans		•		4	
C5BM03V15	Customer relationship management	BSBCUS501 Manage quality customer service		•		4	
C5MK01V15-A	Marketing Planning-A	BSBMKG502 Establish and adjust the marketing mix		•		2	
		BSBMKG507 Interpret market trends and developments		•		2	
C5MK01V15-B	Marketing Planning-B	BSBMKG501 Identify and evaluate marketing opportunities		•		4	
C6BM01V15-A	Management Principles-A	BSBINM601 Manage knowledge and information			•	4	
C6BM01V15-B	Management Principles-B	BSBINN601 Lead and manage organisational change			•	2	
		BSBMGT605 Provide leadership across the organisation			•	2	
C6BM01V15-C	Management Principles-C	BSBFIM601 Manage finances			•	4	
C6BM02V15-A	Business Strategy-A	BSBSUS501 Develop workplace policy and procedures for sustainability			•	4	
C6BM02V15-B	Business Strategy-B	BSBMGT616 Develop and implement strategic plans			•	4	
C6BM02V15-C	Business Strategy-C	BSBIPR601 Develop and implement strategies for intellectual property management			•	4	
C6BM02V15-D	Business Strategy-D	BSBCON801 Establish and review the business continuity management framework and strategies			•	4	

Staff comments: _____

Instructions for Students

It is recommended that students should also refer to **Kent Institute Australia (Kent) Course Credit and Articulation Policy and Procedure** ([Documents](#) > *Public Policies and Forms* > *POLICY – Course Credit and Articulation Policy & 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 Home Affairs (DHA) Provider Registration and International Student Management 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.