



## COURSE CREDIT APPLICATION FORM VET – LEADERSHIP AND MANAGEMENT

### APPLICANT DETAILS:

Name: \_\_\_\_\_  
*Given Name(s)*

\_\_\_\_\_  
*FAMILY NAME*

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

- Course:  Diploma of Leadership and Management  
 Advanced Diploma of Leadership and Management

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

			Diploma of Leadership and Management (BSB51915)	Advanced Diploma of Leadership and Management (BSB61015)	Course Duration (in weeks)	Approved (Yes or No)
C5LMC01V15	Customer Relationship Management	BSBCUS501 Manage quality customer service	•		4	
C5LMC02V15	Workplace Relationship Management	BSBLDR502 Lead and manage effective workplace relationships	•		4	
C5LMC03V15	Marketing Planning	BSBMKG506 Plan market research	•		2	
		BSBMKG501 Identify and evaluate marketing opportunities	•		2	
C5LMC04V15	Financial Management	BSBFIM501 Manage budgets and financial plans	•		4	
C5LMC05V15	Marketing Mix and Trends	BSBMKG507 Interpret market trends and developments	•		2	
		BSBMKG502 Establish and adjust the marketing mix	•		2	
C5LMC06V15	Project Work	BSBPMG522 Undertake project work	•		4	
C5LMGT1V15	Operational Planning Management	BSBMGT517 Manage Operational Plan	•		4	
C5LMGT2V15	Emotional Intelligence	BSBLDR501 Develop and use emotional intelligence	•		4	
C5LMGT3V15	Team and Meeting Management	BSBWOR502 Lead and manage team effectiveness	•		2	
		BSBADM502 Manage Meetings	•		2	
C6LMC01V15	Manage Knowledge	BSBINM601 Manage knowledge and information		•	4	
C6LMC02V15	Lead and Manage Change	BSBINN601 Lead and manage organisational change		•	2	
		BSBMGT605 Provide leadership across the organisation		•	2	
C6LMC03V15	WHS and Risk Management	BSBWHS605 Develop, implement and maintain WHS management systems		•	2	
		BSBRISK501 Manage Risk		•	2	
C6LMC04V15	Business Plan	BSBMGT617 Develop and implement a business plan		•	4	
C6LMC05V15	Manage Finances	BSBFIM601 Manage finances		•	4	
C6LMC06V15	Marketing Plan	BSBMKG609 Develop a marketing plan		•	4	
C6LMC07V15	Strategic Plans	BSBMGT616 Develop and implement strategic plans		•	4	
C6LMGT1V15	Business Innovations and Development	BSBMGT619 Identify and implement business innovation		•	2	
		BSBMGT615 Contribute to organisation development		•	2	
C6LMGT2V15	Corporate Social Responsibility	BSBMGT624 Develop and implement corporate social responsibility		•	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 > POLICIES– 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 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.