



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 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 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.