



COURSE CREDIT APPLICATION FORM
VET – PROJECT MANAGEMENT AND
PROGRAM MANAGEMENT

APPLICANT DETAILS:

Name: _____
Given Name(s)

FAMILY NAME

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

- Course: Diploma of Project Management
 Advanced Diploma of Program 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 Project Management (BSB51415)	Advanced Diploma of Program Management (BSB61215)	Course Duration (in weeks)	Approved (Yes or No)
C5PM01V15	Project Scope and Professional Development	BSBPMG511 Manage project scope	•			
		BSBWOR501 Manage personal work priorities and professional development	•			
C5PM02V15	Project Timing and Costs	BSBPMG512 Manage project time	•			
		BSBPMG514 Manage project cost	•			
C5PM03V15	Project Integration	BSBPMG521 Manage project integration	•			
C5PM04V15	Project Governance	BSBPMG520 Manage project governance	•			
C5PM05V15	Project Quality	BSBPMG513 Manage project quality	•			
C5PM06V15	Project Human Resources	BSBPMG515 Manage project human resources	•			
		BSBWOR502 Lead and manage team effectiveness	•			
C5PM07V15	Project Information and Communication	BSBPMG516 Manage project information and communication	•			
C5PM08V15	Project Stakeholder Engagement	BSBPMG519 Manage project stakeholder engagement	•			
C5PM09V15	Project Risk Management	BSBPMG517 Manage project risk	•			
C6PM01V15	Information and Innovation Management	BSBINM601 Manage knowledge and information		•		
		BSBMGT608 Manage innovation and continuous improvement		•		
C6PM02V15	Program Delivery and Finances	BSBPMG615 Manage program delivery		•		
		BSBFIM601 Manage finances		•		
C6PM03V15	Emotional Intelligence and Develop Contracts	BSBLDR501 Develop and use emotional intelligence		•		
		ICTICT602 Develop contracts and manage contracted performance		•		
C6PM04V15	Implement Project Governance	BSBPMG612 Implement program governance		•		
C6PM05V15	Manage Organisational Change	BSBINN601 Lead and manage organisational change		•		
C6PM06V15	Program Execution	BSBPMG610 Enable program execution		•		
C6PM07V15	Manage Benefits	BSBPMG613 Manage benefits		•		
C6PM08V15	Stakeholder Engagement	BSBPMG611 Facilitate stakeholder engagement		•		
C6PM09V15	Program Risk Management	BSBPMG616 Manage program risk		•		

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.