



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

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)	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	

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.