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:________________________________________________________

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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.
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Title</th>
<th>Unit Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>C4BM01V15-A</td>
<td>Business Communication-A</td>
<td>BSBCUS402 Address customer needs</td>
<td>● 4</td>
</tr>
<tr>
<td>C4BM01V15-B</td>
<td>Business Communication-B</td>
<td>BSBCMM301 Process customer complaints</td>
<td>● 2</td>
</tr>
<tr>
<td>C4BM01V15-C</td>
<td>Business Communication-C</td>
<td>BSBCUS403 Implement customer service standards</td>
<td>● 2</td>
</tr>
<tr>
<td>C4BM02V15-A</td>
<td>Marketing Principles-A</td>
<td>BSBMKG414 Undertake marketing activities</td>
<td>● 4</td>
</tr>
<tr>
<td>C4BM02V15-B</td>
<td>Marketing Principles-B</td>
<td>BSBINN301 Promote innovation in a team environment</td>
<td>● 2</td>
</tr>
<tr>
<td>C4BM02V15-B</td>
<td>Marketing Principles-B</td>
<td>BSBMKG413 Promote products and services</td>
<td>● 2</td>
</tr>
<tr>
<td>C4BM03V15-A</td>
<td>Business Law and Work Health Safety</td>
<td>BSBWHS Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
<td>● 4</td>
</tr>
<tr>
<td>C4BM03V15-B</td>
<td>Business Law and Work Health Safety</td>
<td>BSBADM409 Coordinate business resources</td>
<td>● 2</td>
</tr>
<tr>
<td>C4BM03V15-B</td>
<td>Business Law and Work Health Safety</td>
<td>BSBIPR403 Protect and use brands and business identity</td>
<td>● 2</td>
</tr>
</tbody>
</table>

Staff comments: __________________________________________________________

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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.