



COURSE CREDIT APPLICATION FORM VET – LEADERSHIP AND MANAGEMENT

Student Details:			
Student Name			
Student Address			
		State:	Postcode:
Mobile Number:		Kent Student ID:	

Course Details:	
Block/Year	
Course Enrolled	<input type="checkbox"/> Diploma of Leadership and Management <input type="checkbox"/> Advanced Diploma of Leadership and Management
Comments related to Application	

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 (BSB51918)	Advanced Diploma of Leadership and Management (BSB61015)	Course Duration (in weeks)	Approved (Yes or No)
C5LMC01V18	Customer Relationship Management	BSBCUS501 Manage quality customer service	•		4	
C5LMC02V18	Workplace Relationship Management	BSBLDR502 Lead and manage effective workplace relationships	•		4	
C5LMC03V18	Marketing Planning	BSBMKG506 Plan market research	•		2	
		BSBMKG501 Identify and evaluate marketing opportunities	•		2	
C5LMC04V18	Financial Management	BSBFIM501 Manage budgets and financial plans	•		4	
C5LMC05V18	Marketing Mix and Trends	BSBMKG507 Interpret market trends and developments	•		2	
		BSBMKG502 Establish and adjust the marketing mix	•		2	
C5LMC06V18	Project Work	BSBPMG522 Undertake project work	•		4	
C5LMGT1V18	Operational Planning Management	BSBMGT517 Manage Operational Plan	•		4	
C5LMGT2V18	Emotional Intelligence	BSBLDR511 Develop and use emotional intelligence	•		4	
C5LMGT3V18	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	
		BSBRSK501 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	

Instructions for Students

It is recommended that students should also refer to **Kent Institute Australia (Kent) Course Credit and Articulation Policy and Procedures** (Kent Website [MyKent Public Link](#)> POLICY – Course Credit and Articulation Policy & Procedures> Public Login ‘public@kent.edu.au’ and enter Password ‘AccessKent!’).

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.