COURSE CREDIT APPLICATION FORM
VET – PROJECT MANAGEMENT AND PROGRAM MANAGEMENT

*(*To be read in association with *the Course Credit and Articulation Policy & Procedures (*Kent Website *MyKent Public Link>* POLICY – *Course Credit and Articulation Policy & Procedures> Public Login 'public@kent.edu.au' and enter Password 'AccessKent!').*

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

Course Details:	
Block/Year	
Course Enrolled	☐　　Diploma of Project Management ☐　　Advanced Diploma of Program 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 Project Management (BSB51415)	Advanced Diploma of Program Management (BSB61218)	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	•			
C6PM01V18	Information and Innovation Management	BSBINM601 Manage knowledge and information		•		
		BSBMGT608 Manage innovation and continuous improvement		•		
C6PM02V18	Program Delivery and Finances	BSBPMG615 Manage program delivery		•		
		BSBFIM601 Manage finances		•		
C6PM03V18	Emotional Intelligence and Develop Contracts	BSBLDR511 Develop and use emotional intelligence		•		
		ICTICT602 Develop contracts and manage contracted performance		•		
C6PM04V18	Implement Project Governance	BSBPMG622 Implement program governance		•		
C6PM05V18	Manage Organisational Change	BSBINN601 Lead and manage organisational change		•		
C6PM06V18	Program Execution	BSBPMG610 Enable program execution		•		
C6PM07V18	Manage Benefits	BSBPMG623 Manage benefits		•		
C6PM08V18	Stakeholder Engagement	BSBPMG621 Facilitate stakeholder engagement		•		
C6PM09V18	Program Risk Management	BSBPMG616 Manage program risk		•		

Course Credit Application Form – VET Project Mgt & Program Mgt Courses
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Kent Institute Australia Pty. Ltd.
ABN 49 003 577 302 CRICOS Code: 00161E   RTO Code: 90458
TEQSA Provider Number: PRV12051

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.