Course Credit Transfer Application Form – Program Management

Instructions:
- o Identify (by ticking) the unit of competency you wish to apply for course credit.
- o Submit your application form with original/certified supporting documents to Marketing/Admissions/Student Services (where relevant).
- o This completed form is forwarded to the Manager, VET Operations (MVO) who will contact you to discuss your application if needed.
- o There are no fees for Credit Transfer application.

Glossary:
- o **Credit Transfer (CT)** - The granting of status or credit by an institution or training organisation to students for modules (subjects) or units of competency completed at the same or another institution or training organisation.

Section 1. Student to Complete

First Name: _____   Last Name: _____

Contact Number: _____   Email: _____

<u>*For current student only</u>

*Student Number: _____

*Course Enrolled: _____

Note: Please identify (by ticking) the unit of competency you wish to apply for course credit.

Diploma of Project Management (BSB50820)				
Subject	**Unit Code**	**Unit Title**	**Tick**	**MVO Use Only**
Project Scope Management	BSBPMG530	Manage project scope		
Project Time Management	BSBPMG531	Manage project time		
Project Quality Management	BSBPMG532	Manage project quality		
Project Cost Management	BSBPMG533	Manage project cost		
Project Human Resource Management	BSBPMG534	Manage project human resources		
Project Risk Management	BSBPMG536	Manage project risk		
Project Information Management	BSBPMG535	Manage project information and communication		
Project Integration Management	BSBPMG540	Manage project integration		
Sustainability	BSBSUS511	Develop workplace policy and procedures for sustainability		
Resource Management	BSBOPS501	Manage business resources		
Team Effectiveness	BSBTWK502	Manage team effectiveness		
Project Procurement Management	BSBPMG537	Manage project procurement		
Advanced Diploma of Program Management (BSB60720)				
Program Leadership	BSBPMG633	Provide leadership for the program		
Innovation	BSBSTR601	Manage innovation and continuous improvement		
Financial Management	BSBFIN601	Manage organisational finances		
Organisational Change	BSBLDR601	Lead and manage organisational change		
Program Risk Management	BSBPMG632	Manage program risk		
Business Case	PSPMGT006	Develop a business case		
Program Governance	BSBPMG635	Implement program governance		
Manage Benefits	BSBPMG636	Manage benefits		
Stakeholder Engagement	BSBPMG634	Facilitate stakeholder engagement		
Program Execution	BSBPMG630	Enable program execution		
Social Responsibility	BSBSUS601	Lead corporate social responsibility		
Program Delivery	BSBPMG631	Manage program delivery		

Supporting Evidence: Certificate   Transcript   Others:

_____

Student Declaration:

- I wish to apply for Course Credit in the above-mentioned course or unit/s and certify that the information supplied by me including any original/certified supporting documents is to the best of my knowledge and true and accurate.
- I understand that once course credit has been granted, the duration of my course may be shortened, hence a new electronic Confirmation of Enrolment (eCOE) will be issued.
- I will be responsible for advising the Department of Home Affairs for any new changes to my course duration.
- I understand and agree to follow a different course plan as an outcome of Course Credit grant for the above-mentioned course or units.

Signature of Student: _____   Date: _____

Official Use Only

GRANTED

Number of subjects granted: _____ Based on evidence provided by: _____

Duration of course affected: _____ Proposed new end date: _____

Direct entry granted: _____

Notes:
Action Plan:

REFUSED

Number of subjects refused: _____

Reason for refusal

_____

_____

_____

_____

Assessed and Approved by Manager, VET Operations

Name: _____ Signature: _____ Date: _____

Section 3. Student Services to Complete

3.1 Student has been contacted, informed of and acknowledged the following information.

- The outcome of course credit application (Granted/Refused).
- If granted
  - The duration of their course may be shortened, hence a new eCOE will be issued and they will be responsible to advise the Department of Home Affairs of any new changes to their course duration.
- If refused
  - According to National Code Standard 10, they reserve the right to access the College's complaints and appeals processes within 20 days from receiving this decision to have their grievances heard and addressed.

3.2 To be completed **(Only if <u>Course Credit is granted)</u>**

- New eCOE created

  ☐ Yes

  ☐ N/A

- Updated student enrolment in Paradigm by: _____ Signature: _____ Date: _____