

Application for Course Credit Transfer Form – Project Management



F-1.5.28

Instructions:

- Identify (by ticking) the unit of competency you wish to apply for course credit.
- Submit your application form with original/certified supporting documents to Marketing/Student Services (where relevant).
- This completed form is forwarded to the relevant Course Coordinators who will contact you to discuss your application if needed.
- There are no fees for Course Credit Transfer. Assessment fee applies for RPL/RCC. The failure in payment will be deemed as unsuccessful in RPL/RCC.

Glossary:

- **CT (Credit Transfer)** - 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: _____

*For current student, only

*Student Number: _____ *College: _____

*Course Enrolled: _____

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

Diploma of Project Management (BSB51415)				
Subject	Unit Code	Unit Title	Tick	Office Use Only
Project Scope Management	BSBPMG511	Manage project scope		
Project Time Management	BSBPMG512	Manage project time		
Project Quality Management	BSBPMG513	Manage project quality		
Project Cost Management	BSBPMG514	Manage project cost		
Project Human Resource Management	BSBPMG515	Manage project human resources		
Project Risk Management	BSBPMG517	Manage project risk		
Project Integration Management	BSBPMG516	Manage project information and communication		
	BSBPMG521	Manage project integration		
Sustainability	BSBSUS501	Develop workplace policy and procedures for sustainability		
Emotional Intelligence	BSBLDR511	Develop and use emotional intelligence		
Team Effectiveness	BSBWOR502	Lead and manage team effectiveness		
Personal Development	BSBWOR501	Manage personal work priorities and professional development		
Advanced Diploma of Program Management (BSB61218)				
Personal Development*	BSBWOR501	Manage personal work priorities and professional development		
Emotional Intelligence*	BSBLDR511	Develop and use emotional intelligence		
Leadership	BSBPMG617	Provide leadership for the program		
Marketing Plan	BSBMKG609	Develop a marketing plan		
Financial Management	BSBFIM601	Manage finances		
Organisational Change	BSBINN601	Lead and manage organisational change		
Risk Management	BSBPMG616	Manage program risk		
Business Plan	PSPMG006	Develop a business case		
Program Execution	BSBPMG610	Enable program execution		
Stakeholder Engagement	BSBPMG621	Facilitate stakeholder engagement		

Program Governance	BSBPMG622	Implement program governance		
Manage Benefits	BSBPMG623	Manage benefits		
<i>*This subject or unit is delivered in BSB51415 Diploma of Project Management</i>				

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 to advise 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 unit/s.

Signature of Student: _____ Date: _____

Official Use Only

Section 2. Marketing or Student Services to complete

- To be completed **before** Course Coordinator assesses the application.

Received and checked by: _____ Signature: _____ Date: _____

Section 3. Course Coordinator to complete

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 Course Coordinator

Name: _____ Signature: _____ Date: _____

Section 4. Marketing or Student Services to complete

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

- The outcome of course credit application (Granted/Refused).
- If granted
 - The duration of his/her course may be shortened, hence a new eCoE will be issued and he/she will be responsible to advise the Immigration Department for any new changes to his/her course duration.
- If refused
 - Per National Code Standard 8, he/she reserves the right to access the College's complaints and appeals processes within 20 days of receiving this decision to have his/her grievances heard and addressed.

4.2 To be completed (**Only if Course Credit is granted**)

- New eCoE created

Yes Created by: _____ Signature: _____ Date: _____

N/A

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