**SS104 CREDIT TRANSFER FORM**

This form is to be completed by Student Support and Finance officers before the enrolment. Please refer to P12 National Recognition Credit Transfer and Recognition of Prior Learning for more information on credit transfer process and procedures.

Student details:

|  |  |
| --- | --- |
| Student Name: | Click or tap here to enter text. |
| Student ID: | Click or tap here to enter text. |
| Couse student has completed/ partial completed:  | Click or tap here to enter text. |
| Name of Institute:  | Click or tap here to enter text. |
| Course that student wish to apply for CT at Baxter: | **BSB50420 Diploma of Leadership and Management**  |

*Note: A certified copy of the student’s Qualification and/or Statement of Attainment/Record of Results must be attached to this form.*

Credit Transfer details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Code** |  **Unit Name** | **Credit Granted****(tick)** | **Hours** |
| BSBCMM511 | Communicate with influence |[ ]  70 |
| BSBCRT511 | Develop critical thinking in others |[ ]  60 |
| BSBLDR523 | Lead and manage effective workplace relationships |[ ]  60 |
| BSBOPS502 | Manage business operational plans |[ ]  80 |
| BSBPEF502 | Develop and use emotional intelligence |[ ]  70 |
| BSBTWK502 | Manage team effectiveness |[ ]  70 |
| BSBOPS504 | Manage business risk |[ ]  70 |
| BSBPMG430 | Undertake project work |[ ]  70 |
| BSBSUS511 | Develop workplace policies and procedures for sustainability |[ ]  60 |
| BSBFIN501 | Manage budgets and financial plans |[ ]  80 |
| BSBLDR522 | Manage people performance |[ ]  80 |
| BSBHRM524 | Coordinate workforce plan implementation |[ ]  70 |

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| **Duration: Hours** |
| **Original Course Hours** | 840 |
| **Total Credit Transfer hours:** | Click or tap here to enter text. |
| **Revised Course Hours:** | Click or tap here to enter text. |
| **Duration: Weeks** |
| **Revised Total Duration:**  | Click or tap here to enter text. |
| **Revised Tuition Duration:**  | Click or tap here to enter text. |
| **Revised Holiday Duration:**  | Click or tap here to enter text. |
| **Fees** |
| **Revised Tuition Fees:** | Click or tap here to enter text. |
| **Revised Application Fees:** | Click or tap here to enter text. |
| **Revised Material Fees:** | Click or tap here to enter text. |
| **Comments (if any)** |
| **Student Support:** Click or tap here to enter text. |
| **Finance:** Click or tap here to enter text. |

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| **Student Services Staff Member:**  | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| **Finance Staff Member:** | Click or tap here to enter text. | Date: | Click or tap to enter a date. |