

**BSB40520 Certificate IV in Leadership and Management – Unit Chooser form**

[Full qualification = 5 Core Units + 7 Elective Units]

Trainee Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>CORE UNITS</b> <b>5 out of 5 to be ticked</b>	<b>RPL or Credit Transfer (CT) or Study Unit – please tick your preference</b>		
BSBLDR411 Demonstrate leadership in the workplace	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBLDR413 Lead effective workplace relationships	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBOPS402 Coordinate business operational plans	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBXCM401 Apply communication strategies in the workplace	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBXTW401 Lead and facilitate a team	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
<b>ELECTIVE UNITS – Group A</b> <b>4 out of Group A selection below to be ticked</b>	<b>RPL or Credit Transfer (CT) or Study Unit – please tick your preference</b>		
BSBCRT411 Apply critical thinking to work practices	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBFIN401 Report on financial activity	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBLDR412 Communicate effectively as a workplace leader	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBLDR414 Lead team effectiveness	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBLDR521 Lead the development of diverse workforces	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBOPS403 Apply business risk management processes	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBPEF402 Develop personal work priorities	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBST401 Promote innovation in team environments	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBST502 Facilitate continuous improvement	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

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BSBTWK401 Build and maintain business relationships	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWHS411 Implement and monitor WHS policies, procedures and programs	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
<b>ELECTIVE UNITS – Group B</b> <b>3 additional units to be ticked from either Group B below or Group A above.</b>	<b>RPL or Credit Transfer (CT) or Study Unit – please tick your preference</b>		
BSBCRT412 Articulate, present and debate ideas	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBOPS401 Coordinate business resources	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBOPS404 Implement customer service strategies	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBOPS405 Organise business meetings	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBPEF401 Manage personal health and wellbeing	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBPEF502 Develop and use emotional intelligence	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBPMG430 Undertake project work	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBSUS411 Implement and monitor environmentally sustainable work practices	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWRT411 Write complex documents	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
SIRXCEG004 Create a customer-centric culture	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

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<p><b>ALTERNATIVE UNITS</b>                  If you have researched alternative <u>Certificate IV or Diploma Level</u> units that you have already completed and you wish to have these recognised by Credit Transfer, please detail the unit code/s and title/s below and include your transcript for all Credit Transfer units with your enrolment. Only 2 alternative units are permitted.</p>	
	<p>RPL                      CT  <input type="checkbox"/>                      <input type="checkbox"/></p>
	<p>RPL                      CT  <input type="checkbox"/>                      <input type="checkbox"/></p>

*Thank you.*

Notes:

- *If your submission involves RPL (Recognition of Prior Learning), please ensure you have sent us proof of your skills and experience.*
- *If your submission involves Credit Transfer (CT), please ensure you have sent us the Transcripts or Record of Results from the other training organisation/s. Credit Transfer means you have studied the unit previously within the last 5 years and you have been using the knowledge from that study in your work roles since achieving your transcript.*
- *If your submission involves RPL or CT, please allow up to 3 days for us to contact you.*
- *Individual units of study can be commenced any time once a fee has been paid. Students can study selected units to achieve a Statement of Attainment or the full course to achieve a qualification.*