BSB40520 Certificate IV in Leadership and Management – Unit Chooser form

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

Trainee Name: _____ Date: _____

CORE UNITS **5 out of 5 to be ticked**	**RPL or Credit Transfer (CT) or Study Unit – please tick your preference**
BSBLDR411 Demonstrate leadership in the workplace	RPL ☐ CT ☐ Study Unit ☐
BSBLDR413 Lead effective workplace relationships	RPL ☐ CT ☐ Study Unit ☐
BSBOPS402 Coordinate business operational plans	RPL ☐ CT ☐ Study Unit ☐
BSBXCM401 Apply communication strategies in the workplace	RPL ☐ CT ☐ Study Unit ☐
BSBXTW401 Lead and facilitate a team	RPL ☐ CT ☐ Study Unit ☐
ELECTIVE UNITS – Group A **4 out of Group A selection below to be ticked**	**RPL or Credit Transfer (CT) or Study Unit – please tick your preference**
BSBCMM412 Lead difficult conversations	RPL ☐ CT ☐ Study Unit ☐
BSBCRT411 Apply critical thinking to work practices	RPL ☐ CT ☐ Study Unit ☐
BSBFIN401 Report on financial activity	RPL ☐ CT ☐ Study Unit ☐
BSBLDR412 Communicate effectively as a workplace leader	RPL ☐ CT ☐ Study Unit ☐
BSBLDR414 Lead team effectiveness	RPL ☐ CT ☐ Study Unit ☐
BSBLDR521 Lead the development of diverse workforces	RPL ☐ CT ☐ Study Unit ☐
BSBOPS403 Apply business risk management processes	RPL ☐ CT ☐ Study Unit ☐
BSBPEF402 Develop personal work priorities	RPL ☐ CT ☐ Study Unit ☐
BSBSTR401 Promote innovation in team environments	RPL ☐ CT ☐ Study Unit ☐

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BSBSTR502 Facilitate continuous improvement	RPL ☐ CT ☐ Study Unit ☐
BSBTWK401 Build and maintain business relationships	RPL ☐ CT ☐ Study Unit ☐
BSBWHS411 Implement and monitor WHS policies, procedures and programs	RPL ☐ CT ☐ Study Unit ☐
ELECTIVE UNITS – Group B **3 additional units to be ticked from either Group B below or Group A above.**	**RPL or Credit Transfer (CT) or Study Unit – please tick your preference**
BSBCRT412 Articulate, present and debate ideas	RPL ☐ CT ☐ Study Unit ☐
BSBOPS401 Coordinate business resources	RPL ☐ CT ☐ Study Unit ☐
BSBOPS404 Implement customer service strategies	RPL ☐ CT ☐ Study Unit ☐
BSBOPS405 Organise business meetings	RPL ☐ CT ☐ Study Unit ☐
BSBPEF401 Manage personal health and wellbeing	RPL ☐ CT ☐ Study Unit ☐
BSBPEF502 Develop and use emotional intelligence	RPL ☐ CT ☐ Study Unit ☐
BSBPMG430 Undertake project work	RPL ☐ CT ☐ Study Unit ☐
BSBSUS411 Implement and monitor environmentally sustainable work practices	RPL ☐ CT ☐ Study Unit ☐
BSBWRT411 Write complex documents	RPL ☐ CT ☐ Study Unit ☐
SIRXCEG004 Create a customer-centric culture	RPL ☐ CT ☐ Study Unit ☐

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ALTERNATIVE UNITS If you have researched alternative Certificate IV or Diploma Level 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.	
	RPL ☐ CT ☐
	RPL ☐ CT ☐

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.*