

**BSB42015 Certificate IV in Leadership and Management – Unit Chooser form**

[Full qualification = 4 Core Units + 8 Elective Units]

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

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

<b>CORE UNITS</b> <b>4 out of 4 to be ticked</b>	<b>RPL or Credit Transfer (CT)</b> <b>or Study Unit – please tick your preference</b>		
BSBLDR401 Communicate effectively as a workplace leader	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBLDR402 Lead effective workplace relationships	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBLDR403 Lead team effectiveness	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBMGT402 Implement operational plan	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
<b>ELECTIVE UNITS – Group A</b> <b>4 out of 8 to be ticked from Group A below</b>			
BSBFIA412 Report on financial activity	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBINN301 Promote innovation in a team environment	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBLDR404 Lead a diverse workforce	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBMGT403 Implement continuous improvement	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBREL402 Build client relationships and business networks	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBRISK401 Identify risk and apply risk management processes	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWOR404 Develop work priorities	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

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<b>ELECTIVE UNITS – Group B</b> <b>4 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>		
BSBADM409 Coordinate business resources	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCMM401 Make presentation	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCRT401 Articulate, present and debate ideas	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCUS401 Coordinate implementation of customer service strategies	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCUS402 Address customer needs	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCUS403 Implement customer service standards	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBINM401 Implement workplace information systems	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBLED401 Develop teams and individuals	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBMGT401 Show leadership in the workplace	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBMGT404 Lead and facilitate off-site staff	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBMGT407 Apply digital solutions to work processes	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBMKG413 Promote products and services	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBPMG522 Undertake project work	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBRES411 Analyse and present research information	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBSUS401 Implement and monitor environmentally sustainable work practices	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWRT401 Write complex documents	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

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<b>ALTERNATIVE UNIT</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 1 alternative unit is permitted.	RPL                      CT                      Study Unit <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

*Thank you.*

Notes:

- *If your submission involves RPL, 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.*
- *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. Individual units of study are \$139 for online study or \$179 for online study + hard copy.*