



Trainee Name: _____ Date: _____

PLEASE TICK YOUR CHOSEN UNITS BELOW

UNIT CHOICES 6 CORE to be marked <u>plus</u> 6 ELECTIVE = 12 ticks in total required	RPL or Credit Transfer (CT) or Study Unit – please tick your preference		
CORE UNITS (6 ticks required):			
BSBCMM511 Communicate with influence	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCRT511 Develop critical thinking in others	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBLDR523 Lead and manage effective workplace relationships	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBOPS502 Manage business operational plans	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"/>
BSBTWK502 Manage team effectiveness	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
ELECTIVE UNIT CHOICES (6 ticks required):			
BSBFIN501 Manage budgets and financial plans	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBHRM522 Manage employee and industrial relations	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBHRM524 Coordinate workforce plan implementation	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBHRM531 Coordinate health and wellness programs	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"/>
BSBLDR522 Manage people performance	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBOPS501 Manage business resources	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBOPS503 Develop administrative systems	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>



BSBOPS504 Manage business risk	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBOPS505 Manage organisational customer service	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBPEF501 Manage personal and professional development	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBSTR501 Establish innovative work environments	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBSTR502 Facilitate continuous improvement	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBSUS511 Develop workplace policies and procedures for sustainability	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBTWK501 Lead diversity and inclusion	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBTWK503 Manage meetings	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWHS521 Ensure a safe workplace for a work area	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBXCM501 Lead communication in the workplace	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

If you have already completed alternative Elective units through RPL, Credit Transfer or Study, please write/type those units below, include your Statement or Transcript in your email to us, and we will determine their eligibility for recognition towards this qualification. Alternative units can be from a Certificate IV or Diploma or Advanced Diploma level but must be relevant to this qualification.

Only 2 substitutions are permitted and ideally from a current BSB (Business Services) training course.

	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

Please email your completed form to support@financeinstitute.com.au