



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

**PLEASE TICK YOUR CHOSEN UNITS BELOW**

<b>UNIT CHOICES</b> <b>6 CORE to be marked plus 6 ELECTIVE</b> <b>= 12 ticks in total required</b>	<b>RPL or Credit Transfer (CT)</b> <b>or Study Unit – please tick your preference</b>		
<b>CORE UNITS (6 ticks required):</b>			
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"/>
<b>ELECTIVE UNIT CHOICES (6 ticks required):</b>			
BSBFIN501 Manage budgets and financial plans	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"/>
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"/>
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 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](mailto:support@financeinstitute.com.au)*