



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

**PLEASE TICK YOUR CHOSEN UNITS BELOW**

<b>UNIT CHOICES</b> <b>4 CORE to be marked plus 4 ELECTIVE from Group A plus 4 ELECTIVE from either Group A or Group B - = 12 ticks in total required</b>	<b>RPL or Credit Transfer (CT) or Study Unit – please tick your preference</b>		
BSBLDR502 Lead and manage effective workplace relationships	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBLDR511 Develop and use emotional intelligence	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBMGT517 Manage operational plan	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWOR502 Lead and manage team effectiveness	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
<b>GROUP A</b>			
BSBCUS501 Manage quality customer service	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBFIM501 Manage budgets and financial plans	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBHRM405 Support the recruitment, selection and induction staff	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBINN502 Build and sustain an innovative work environment	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBLDR513 Communicate with influence	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBMGT502 Manage people performance	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBMGT516 Facilitate continuous improvement	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"/>
BSBR501 Manage risk	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWHS501 Ensure a safe workplace	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWOR501 Manage personal work priorities and professional development	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>



GROUP B			
BSBADM502 Manage meetings	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCOM503 Develop processes for the management of breaches in compliance requirements	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBFRA502 Manage a franchise operation	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBHRM512 Develop and manage performance-management processes	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBHRM513 Manage workforce planning	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBINM501 Manage an information or knowledge management system	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBLED501 Develop a workplace learning environment	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBMKG507 Interpret market trends and developments	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBSLS501 Develop a sales plan	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBSLS502 Lead and manage a sales team	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBSUS501 Develop workplace policy and procedures for sustainability	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWRK520 Manage employee relations	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

If you have already completed alternative Diploma Level 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.

Only 2 alternative Diploma Level substitutions are permitted and they must be from a BS (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"/>