



Trainee Name: _____ Date: _____

PLEASE TICK YOUR CHOSEN UNITS BELOW

| UNIT CHOICES 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 | RPL or Credit Transfer (CT) or Study Unit – please tick your preference | | |
|--|--|--------------------------------|--|
| 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"/> |
| GROUP A | | | |
| 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"/> |
| BSBWHS521 Ensure a safe workplace for a work area | 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"/> |

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