



**CREDIT TRANSFER (CT)**

**REQUEST FORM**

**BSB40420 CERTIFICATE IV IN HUMAN RESOURCE MANAGEMENT**

## Candidate Information

Name of Candidate:		
Contact Number:		
Date of Submission:		
Name of Assessor: (AHRI to complete)		
<b>Units of Competency</b>  Tick those topics for which you are applying for Credit Transfer.	<input type="checkbox"/> <i>Topic 1</i>	BSBLDR413 Lead effective workplace relationships
	<input type="checkbox"/> <i>Topic 2</i>	BSBHRM415 Coordinate recruitment and onboarding BSBWKR412 Support employee and industrial relations
	<input type="checkbox"/> <i>Topic 3</i>	BSBHRM413 Support the L&D of teams and individuals
	<input type="checkbox"/> <i>Topic 4</i>	BSBHRM411 Administer performance development processes BSBPMG424 Apply project human resources management approaches BSBCMM412 Lead difficult conversations
	<input type="checkbox"/> <i>Topic 5</i>	BSBOPS405 Organise business meetings BSBTEC404 Use digital technologies to collaborate in a work environment
	<input type="checkbox"/> <i>Topic 6</i>	BSBWHS411 Implement and monitor WHS policies, procedures and programs BSBHRM531 Coordinate Health and wellness programs
	<input type="checkbox"/> <i>Topic 7</i>	BSBHRM417 Support Human Resources functions and processes

## What is Credit Transfer?

Credit Transfer (CT) is defined in the Australian Qualifications Framework (AQF) as:

*... a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.*

This means, where a student has been found competent in a unit of competency through previous study, they may be eligible to receive recognition for that study as a 'credit' for an equivalent competency in the BSB40420 package that AHRI offers.

Students must supply formal documentation, along with their application. Documentation must be AQF certification documentation issued by another RTO or AQF authorising issuing organisation or Statement of Attainment or certified VET transcripts.

The credit transfer will only apply where:

- The student holds the same unit as included in the course they are enrolling into or
- The student holds an old unit that is deemed equivalent (by Training Package) to the new unit that is in the course they are enrolling into.
- The qualifications are less than 10 years old

Sometimes the unit will have been superseded and deemed as equivalent. Other times, the unit will have been superseded but not deemed as equivalent. AHRI can only grant credit where the unit has been deemed by the Training Package as equivalent.

## The Application Process

CT applications and supporting documents (i.e. Statement of Attainment) must be submitted prior to the enrolment close date for each study intake. This will allow for either CT to be applied and enrolment in the remaining relevant topics.

1. Candidate informs AHRI of intent to apply for CT by completing an **CT Request Form** and submits the completed form via email to [studentsupport@ahri.com.au](mailto:studentsupport@ahri.com.au)
2. AHRI's Student Support team confirms all units are deemed equivalent and confirms the credit transfer has been accepted.
3. The candidate will be manually enrolled into their chosen pathway (Virtual Workshop or Distance Mode) for the remaining topics and Student Support will raise an invoice for the balance of the remaining topics to be completed to be paid by the student. (see CT costs).

## Credit Transfer Costs

Students may apply for Credit Transfer for any number of the competencies within the 7 topics that make up the Certificate IV package.

Where the credit transfer is approved for a full topic, students will be exempt from completing the assessments in that topic (having already been deemed competent in previous study).

Where a student receives a credit transfer for part of a topic (where a topic is comprised of multiple units of competency), the student will still need to complete the assessments in full to demonstrate their competency across the entire topic.

There is no cost for Credit Transfer, and students are eligible to receive a discount on the full course fees for those topics they wish to receive CT for. Fees are calculated by individual competency, so a student only pays for each unit of competency that they are required to complete.

For example:

*Caitlin has a CT approved for the 2 units of competency which make up Topic 2. Caitlin is then enrolled in Units 1 & 3-7 and chooses the Virtual Workshop mode. As a non-member, Caitlin will be invoiced for \$3400 – \$566.66\*, meaning she is required to pay the balance of \$2,833.34 for the remaining 6 topics.*

*\*Discounts are calculated based on the mode of delivery the students elects to study, divided by the total number of competencies in the Cert IV package (being 12).*

A member of the Student Support team will assist in finalising the remaining costs and fees payable – depending on which mode (Virtual Workshop or Distance Mode) candidates choose to enrol in.

## Units of Competency and equivalency

The BSB40420 Certificate IV in Human Resource Management qualification offered by the Australian Human Resources Institute consists of the following topics and units of competency:

Topic	Units of Competency	Superseded and Equivalent
Topic 1 – Business Driven Human Resources	BSBLDR413 Lead effective workplace relationships	Supersedes and is equivalent to BSBLDR402
Topic 2 – Recruitment and Workplace Relations	BSBHRM415 Coordinate recruitment and onboarding	Supersedes and is equivalent to BSBHRM405
	BSBHRM412 Support employee and industrial relations	Supersedes and is equivalent to BSBWRK411
Topic 3 – Building and Developing Talent	BSBHRM413 Support the L&D of teams and individuals	Supersedes and is equivalent to BSBLED401
Topic 4 – Managing Performance	BSBHRM411 Administer performance development processes	Supersedes and is equivalent to BSBHRM403
	BSBPMG424 Apply project human resources management approaches	Supersedes and is equivalent to BSBPMG413
	BSBCMM412 Lead difficult conversations	No equivalent unit. New unit.
Topic 5 – Communicating in the digital workplace	BSBOPS405 Organise business meetings	No equivalent unit. Supersedes but is <u>not equivalent</u> to: BSBADM405 Organise meetings BSBADM503 Plan and manage conferences.
	BSBTEC404 Use digital technologies to collaborate in a work environment	Supersedes and is equivalent to BSBITU422
Topic 6 – Workplace Health and Safety	BSBWHS411 Implement and monitor WHS policies, procedures and programs	Supersedes and is equivalent to BSBWHS401
	BSBHRM531 Coordinate health and wellness programs	Supersedes and is equivalent to BSBLED502
Topic 7 – Measuring Human Resources Effectiveness?	BSBHRM417 Support human resource functions and processes	Supersedes and is equivalent to BSBHRM404

For further information on AHRI qualification information please refer to: [www.ahri.com.au](http://www.ahri.com.au)

For further general qualification and unit of competency information please refer to: [www.training.gov.au](http://www.training.gov.au)