

Recognition of Assessment Information and Application Form



RTO no. 88041

BSB40520 Certificate IV in Leadership and Management

Recognition assessment application

This guide is designed for participants who believe they already have the knowledge and skills covered in this course. Participants who can provide evidence to demonstrate the required knowledge and skills are not required to complete the related module.

Attached is a form that lists the 12 units of competency that make up the Certificate IV in Leadership and Management. You do not need to apply for recognition for all the units listed – you may choose to only apply for recognition for selected units.

Submit this form with any documented evidence of previous training, certified copies of any competencies and qualifications obtained (i.e. statement of attainment, academic transcript, current Curriculum Vitae (CV)).

You will need to read the unit information that can be found on www.training.gov.au or ask your assessor for a copy.

Credit Transfer

If you have completed the unit (same unit code and title) previously, then credit transfer applies. If you completed one of the old units listed in the table below (e.g. as part of the previous Certificate IV qualification), then it is considered equivalent to the new unit listed on the left and credit transfer applies:

New unit	Old unit
BSBINS402	BSBINM401A or BSBINM401
BSBLDR411	BSBMGT401A or BSBMGT401
BSBLDR412	BSBLDR401
BSBLDR413	BSBWOR401A or BSBLDR402
BSBLDR414	BSBWOR402A or BSBLDR403
BSBOPS403	BSBRK401A or BSBRSK401
BSBPEF402	BSBWOR404B or BSBWOR404
BSBSTTR402	BSBMGT403A or BSBMGT403
BSBWHS411	BSBWHS401A or BSBWHS401

Select the credit transfer box on the attached form for the units that you are seeking credit transfer and attach a copy of your certificate.

Recognition of Prior Learning (RPL)

Where you have gained the skills covered by a unit of competency through formal, non-formal and informal learning, you can apply for RPL. You will need to attach relevant evidence in support of your RPL application (e.g. course certificates, CV, workplace documents, referee reports, performance records).

For example, participants who have extensive experience communicating in the workplace may be entitled to RPL for the unit BSBXCM401. Appropriate evidence might be a certificate on a communication course, CV as well as written documents prepared in the workplace.

If you are able to provide sufficient evidence to demonstrate that you meet the requirements of the unit/s of competency, the assessor will be able to approve your application for RPL and you will not need to do complete the unit of competency. If there is not enough evidence provided, you may be asked to provide additional evidence against specific components of the unit of competency (elements, performance criteria, performance evidence, knowledge evidence).

Recognition of Assessment Participant Application Form



RTO no. 88041

Participants Name: [Click here to enter text.](#)

Participants contact details: [Click here to enter text.](#)

Assessors name: [Click here to enter text.](#)

Assessors contact details: [Click here to enter text.](#)

Unit Code and title	Credit transfer	RPL	If RPL Briefly describe how you meet all the requirements of each unit	Evidence	Approved
BSBXC401 Apply communication strategies in the workplace	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
BSBLDR412 Communicate effectively as a workplace leader	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
BSBLDR411 Demonstrate leadership in the workplace	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
BSBLDR413 Lead effective workplace relationships	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
BSBXTW401 Lead and facilitate a team	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
BSBLDR414 Lead team effectiveness	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
BSBPEF402 Develop personal work priorities	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
BSBOPS402 Coordinate business operational plans	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
BSBWHS411 Implement and monitor WHS policies, procedures and programs	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
BSBOPS403 Apply business risk management processes	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
BSBINS402 Coordinate workplace information system	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
BSBSTR402 Implement Continuous Improvement	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

(Assessor Use Only)

Assessor Comments

Date: _____ By: _____ (Assessor)