

APPLICATION FOR CREDIT TRANSFER (CT)

BSB50420 – Diploma of Leadership and Management

Information for applicants – please read before completing this form. Keep these pages for your records.

This form gives effect to the OPC Credit Transfer and Recognition of Prior Learning Policy and Procedure (v1.3), and the OPC Complaints and Appeals Policy and Procedure (v2.0). Both are available at <https://www.opc.edu.au/policies/>

WHAT IS CREDIT TRANSFER?

Credit transfer (CT) recognises units of competency you have already completed with an Australian Registered Training Organisation (RTO). Where you have completed a unit that is identical or equivalent to a unit in your Opulence College (OPC) course, and you provide authentic evidence of that completion, OPC will grant you credit for that unit.

If credit is granted you will not be required to repeat the training or the assessment for that unit, and you will not be charged for its delivery or assessment. OPC recognises AQF qualifications and Statements of Attainment issued by any Australian RTO.

- **Credit transfer** is granted on evidence that you have already completed an equivalent unit – no further assessment is required.
- **Recognition of prior learning** (RPL) assesses skills and knowledge you have gained through work or life experience that has not been formally recognised. RPL is a form of assessment. If you do not hold a qualification or Statement of Attainment for the unit, apply for RPL instead using the OPC RPL Application Form and Kit. A published assessment fee applies to RPL applications, and your academic suitability (LLND) is assessed by the Student Support Officer before an RPL application proceeds.

You are told about your right to apply for credit transfer and RPL at enrolment and orientation, and in the Student Handbook, on the OPC website and in OPC marketing materials.

WHAT DOES OPC COUNT AS “EQUIVALENT”?

OPC will grant credit where the unit you completed is:

1. the same unit as the OPC unit – the current national unit code and title match; or
2. a superseded unit that the training package developer has determined to be equivalent, as published on the National Register (training.gov.au).

Where equivalence cannot be established, credit transfer will not be granted. You will be told the reason in writing.

HOW DO I APPLY?

This form is available at <https://www.opc.edu.au/forms> or from the Admissions Officer. Complete Section 1 and Section 2 and email the form, with your supporting evidence, to the Admissions Officer at admission.act@opc.edu.au. You may also lodge it in person at any OPC campus. You may apply before you enrol or at any time during your course; applying before you enrol means your training plan and tuition fees can be adjusted from the start. The Admissions Officer will check that your application is complete before it is forwarded for assessment, and will contact you if anything is missing. The 5 working day processing time starts once OPC has your complete application and evidence.

WHAT EVIDENCE DO I NEED TO PROVIDE?

- Certified copies of qualifications, Statements of Attainment and/or academic transcripts for every unit you are claiming. Do not send original documents.
- A photocopy can be certified (signed and dated) as a true copy of the original by an authorised person – for example a Justice of the Peace, police officer, doctor, accountant, school principal or bank manager. That person must sight both the original and the photocopy. You may be asked to produce the originals at a later stage.
- Your Unique Student Identifier (USI). By signing this form you authorise OPC to verify your results through the USI Transcript Service and/or directly with the issuing RTO.

OPC verifies the authenticity of all documentation before granting credit. Documentation found to be false, or misleading will be dealt with under the OPC Student Misconduct Policy and may result in cancellation of enrolment.

IS THERE A FEE?

No. There is no charge for processing a credit transfer application, and no charge for the delivery or assessment of any unit for which credit is granted. Where credit is granted your tuition fees are amended accordingly. A published assessment fee does apply to RPL applications. OPC enrolment fees and charges: <https://www.opc.edu.au/fees-and-payment/>

HOW AND WHEN WILL I BE TOLD THE OUTCOME?

- Credit transfer applications are processed within 5 working days of OPC receiving your complete documentation. You will be notified of the outcome in writing.
- A Trainer/Assessor or the College Manager verifies your evidence and confirms equivalence; the College Manager makes the final decision.
- If credit is granted, it is recorded in the student management system and on your academic record, your training plan / study plan is updated, and your tuition fees are amended.
- If credit is not granted, the written notice will state the reason and set out the alternative pathways available to you.

CANBERRA

Mezzanine Level, 15 Moore St
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MELBOURNE

Suite 8.02, Level 8, 474 Flinders St
Melbourne VIC 3000

Email: admission.act@opc.edu.au

Landline: +612 6101 8650

Website: <https://opc.edu.au>

- International students: where credit reduces your course duration, OPC will give you a written record of the decision for you to accept, Admin Staff will issue a revised Confirmation of Enrolment (CoE) for the reduced duration, and the Compliance Officer will report the change in PRISMS as required by the ESOS National Code 2018. Check with OPC that your visa status is not put at risk by the granting of credit – P: (+61) 2 6101 8650, E: enquiry.act@opc.edu.au

WHAT IF I DISAGREE WITH THE DECISION?

You may appeal under the OPC Complaints and Appeals Policy and Procedure, available at <https://www.opc.edu.au/policies/>. There is no cost to you for an internal appeal, and you will not be disadvantaged for lodging one in good faith.

- Lodge your appeal in writing on the OPC Complaints and Appeals Form within 20 working days of receiving the decision, stating the grounds for your appeal. The Student Support Officer can help you complete the form.
- The Compliance Officer will acknowledge your appeal in writing within 5 working days and log it in the Continuous Improvement Register.
- The CEO or their delegate appoints an independent reviewer who was not involved in the original decision. For an appeal against an assessment decision the reviewer is a qualified Trainer/Assessor.
- OPC aims to finalise appeals within 20 working days and will write to you with the outcome and the detailed reasons for the decision. If a matter is expected to take longer than 60 calendar days you will be told in writing why and kept updated.
- You may be accompanied by a support person at any meeting, provided they are not acting in a legal capacity.
- If you are still not satisfied, you may access a free and independent external review – the Overseas Students Ombudsman (OSO) for international students, or an appropriate external body for domestic students. OPC will implement any decision or recommendation the external body makes.

IMPORTANT

- Some units have licensing or regulated outcomes. OPC must consider the relevant state or territory regulatory requirements before granting credit, and credit may not be available where a regulator requires current training.
- Your former education institution(s) may be contacted if further information is required to verify your claim.
- Please keep a copy of this application and all supporting documentation.
- The OPC Credit Transfer and Recognition of Prior Learning Policy and Procedure and the OPC Complaints and Appeals Policy and Procedure are available to you before enrolment at <https://www.opc.edu.au/policies/>.

This form supports OPC's compliance with Outcome Standards 1.6 (RPL), 1.7 (credit transfer), 2.7 (complaints) and 2.8 (appeals) of the Standards for Registered Training Organisations 2025, and with Standard 2 of the ESOS National Code 2018.

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SECTION 1 – APPLICANT, COURSE AND DECLARATION

Complete every field. This form may be completed electronically (recommended) or printed and completed in **BLOCK LETTERS** using a black or blue pen.

PERSONAL DETAILS

I am applying as a: ☐ Future student (new applicant) ☐ Currently enrolled student

FIRST NAME		SURNAME	
STUDENT ID (if enrolled)		DATE OF BIRTH (DD/MM/YYYY)	
USI (Unique Student Identifier)		MOBILE	
EMAIL ADDRESS			

COURSE DETAILS – OPC course for which credit is claimed

COURSE CODE	BSB50420		
COURSE TITLE	Diploma of Leadership and Management		
PACKAGING RULES	12 units of competency – 6 core units and 6 elective units		
TRAINING PACKAGE	BSB Business Services Training Package		
CAMPUS	☐ Canberra	☐ Melbourne	☐ Sydney
STUDENT TYPE	☐ Domestic	☐ International (CRICOS)	
INTAKE / COMMENCEMENT DATE			
DATE OF APPLICATION			

APPLICANT DECLARATION

- To the best of my knowledge, the information given in this application is correct and complete.
- All documents I have submitted are true and authentic copies of documents issued to me. I understand that providing false or misleading documentation may result in credit being withdrawn, my enrolment being cancelled, and referral under the OPC Student Misconduct Policy.
- I authorise Opulence College to verify my results through the USI Transcript Service and/or directly with the RTO that issued them, and to conduct a search and retrieval of my academic record from my previous education institution(s).
- I understand that Opulence College reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.
- I understand that where a unit is not assessed as equivalent, credit transfer will not be granted, that I will be given the reason in writing, and that I may apply for recognition of prior learning, undertake gap training, or enrol in the unit. I understand that a published assessment fee applies to RPL applications and that my academic suitability (LLND) is assessed before an RPL application proceeds.
- I have been given access to the OPC Credit Transfer and Recognition of Prior Learning Policy and Procedure and the OPC Complaints and Appeals Policy and Procedure at <https://www.opc.edu.au/policies/>. I understand I may appeal this decision, at no cost, by lodging the OPC Complaints and Appeals Form within 20 working days of receiving it.
- I understand that Opulence College collects, stores and uses personal information in accordance with the OPC Privacy Policy, available at <https://www.opc.edu.au/policies/>.
- International students only: I understand that granting credit may reduce my course duration; that I will be given a written record of the decision to accept; that a revised Confirmation of Enrolment (CoE) will be issued for the reduced duration; and that the change will be reported in PRISMS as required by the ESOS National Code 2018.
- I have retained a copy of this application and all supporting evidence.

APPLICANT FULL NAME		DATE (DD/MM/YYYY)	
SIGNATURE (type full name if completing electronically)			

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SECTION 2 – UNITS FOR WHICH CREDIT IS CLAIMED (page 1 of 2: units 1–10 of 12)

STUDENT – FIRST NAME		SURNAME		STUDENT ID	
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Complete one row for each unit you are claiming. Leave rows blank where you are not claiming credit. The shaded OFFICE USE ONLY columns must be left blank – they are completed by the OPC assessor.

Equivalence basis codes (office use): E = identical current unit (same code and title) | SE = superseded unit recorded as equivalent on training.gov.au | NE = not equivalent, credit not granted

#	OPC UNIT CODE	OPC UNIT TITLE	UNIT TYPE	UNIT CODE & TITLE EXACTLY AS SHOWN ON YOUR TRANSCRIPT / STATEMENT OF ATTAINMENT	YEAR COMP	ISSUING RTO – NAME & RTO CODE	EQUIV. BASIS E / SE / NE	CT GRANTED Y / N	ASSESSOR COMMENTS
1	BSBCMM511	Communicate with influence	Core						
2	BSBCRT511	Develop critical thinking in others	Core						
3	BSBLDR523	Lead and manage effective workplace relations	Core						
4	BSBOPS502	Manage business operational plans	Core						
5	BSBPEF502	Develop and use emotional intelligence	Core						
6	BSBTWK502	Manage team effectiveness	Core						
7	BSBLDR521	Lead the development of diverse workforces	Elective						
8	BSBOPS505	Manage organisational customer service	Elective						
9	BSBPEF501	Manage personal and professional development	Elective						
10	BSBSTR602	Develop organisational strategies	Elective						

SECTION 2 – UNITS FOR WHICH CREDIT IS CLAIMED (page 2 of 2: units 11–12 of 12)

STUDENT – FIRST NAME		SURNAME		STUDENT ID	
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Complete one row for each unit you are claiming. Leave rows blank where you are not claiming credit. The shaded OFFICE USE ONLY columns must be left blank – they are completed by the OPC assessor.

Equivalence basis codes (office use): E = identical current unit (same code and title) | SE = superseded unit recorded as equivalent on training.gov.au | NE = not equivalent, credit not granted

#	OPC UNIT CODE	OPC UNIT TITLE	UNIT TYPE	UNIT CODE & TITLE EXACTLY AS SHOWN ON YOUR TRANSCRIPT / STATEMENT OF ATTAINMENT	YEAR COMP	ISSUING RTO – NAME & RTO CODE	EQUIV. BASIS E / SE / NE	CT GRANTED Y / N	ASSESSOR COMMENTS
11	BSBSUS511	Develop workplace policies and procedures for sustainability	Elective						
12	BSBLDR602	Provide leadership across the organisation	Elective						
EVIDENCE ATTACHED TO THIS FORM			☐ YES ☐ NO (evidence should be attached to this form before it is sent for processing)						

Total number of units claimed by the applicant: _____

SECTION 3 – OFFICE USE ONLY: CREDIT TRANSFER COMPLIANCE TRACKER

To be completed by the assessing officer. This tracker follows the procedure at clause 4.2 of the OPC Credit Transfer and Recognition of Prior Learning Policy and Procedure (v1.3). Every step must be completed, initialled and dated before the decision is released to the student. Record "N/A" with a reason where a step does not apply. Processing target: 5 working days from receipt of complete documentation (Policy cl. 4.2).

#	REQUIREMENT / ACTION	RESPONSIBILITY	POLICY / STANDARD REF.	DONE Y / N / NA	BY (initials)	DATE
1	Certified AQF certification documentation (e.g. Statement of Attainment) and/or an authenticated USI transcript received for EVERY unit claimed.	Trainer/Assessor	Policy 4.2 1.7(2)(b)			
2	Authenticity of the evidence verified. Method used: ☐ USI Transcript Service ☐ Direct contact with the issuing RTO ☐ Certified copy sighted against original.	Trainer/Assessor or Manager	Policy 4.2 1.7(2)(b)			
3	Equivalence of each unit confirmed using training.gov.au, and the issuing organisation confirmed as a current or former Australian RTO with the unit(s) on scope at the time of issue.	Trainer/Assessor or Manager	Policy 4.2 1.7(2)(b)			
4	Basis code (E / SE / NE) recorded against EVERY unit claimed in the EQUIV. BASIS column of Section 2.	Trainer/Assessor	1.7(2)(b)			
5	Final decision made and recorded. Decision cross-checked against previous OPC credit transfer decisions for the same unit(s) to confirm consistency between students.	Manager	Policy 6 1.7(2)(c)			

SECTION 4 – CREDIT TRANSFER ASSESSMENT OUTCOME AND APPROVAL

PROGRAM	BSB50420 – Diploma of Leadership and Management	
STUDENT NAME / STUDENT ID		
CREDIT TRANSFER GRANTED for the following units (list national unit codes and titles)		
APPEAL RIGHTS ADVISED – OPC Complaints and Appeals Form, within 20 working days, no cost, external review available	☐ Yes – included in the outcome letter dated: _____	
COMMENTS		

ROLE (per CT and RPL Policy and Procedure cl. 6)	FULL NAME	SIGNATURE	DATE	COMMENTS
TRAINER / ASSESSOR – verified authenticity and equivalence; recommendation made				
MANAGER – final decision and approval				

DOCUMENT CONTROL

VERSION	DATE	Version Changed BY	SUMMARY OF CHANGE
1.0	30/06/2025	Richard Truong	Original Credit Transfer Application form
2.0	31/07/2026	Richard Truong, Carolina Garzon	Aligned to the OPC Credit Transfer and Recognition of Prior Learning Policy and Procedure v1.3 and the OPC Complaints and Appeals Policy and Procedure v2.0.