



Credit Transfer Application Form

MCBT recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework. When submitting this application, students must submit with this application certified copies of Statements of Attainment or Qualifications and Transcripts to support credit for Units of Competency already gained or if they are unable to provide us certified copies of the statement of attainment and certificates, they must give MCBT permission to verify their documents from their previous RTO's. This form can also be completed where students are advancing through to a higher qualification having completed required units from a previous qualification or a combination of previous qualifications. If you require any assistance in completing this form, please contact Student Services.

Personal Details			
I am applying as a: <input type="checkbox"/> FUTURE STUDENT (NEW APPLICANT) <input type="checkbox"/> CURRENTLY ENROLLED STUDENT			
Student Name		Student ID	
D.O. B		Phone No.-	
Email Address		USI	

COURSE DETAILS, MCBT COURSE: (course for which you wish to apply for credit)				
CREDIT TRANSFER REQUEST Note: CT can be applied for before enrolment. International students can apply for CT before or after visa approvals.				
Tick	Course Code and Name	CRICOS Course Code	Name of the Institution where qualification completed	Year completed
	BSB50820 Diploma of Project Management	104084D		
	BSB40520 Certificate IV in Leadership and Management	103994G		
	BSB50420 Diploma of Leadership and Management	104338J		
	BSB60420 Advanced Diploma of Leadership and Management	106882B		
	BSB80120 Graduate Diploma of Management (Learning)	106883A		
	AUR30620 Certificate III in Light Vehicle Mechanical Technology	110934E		
	AUR40216 Certificate IV in Automotive Mechanical Diagnosis	110935D		
	ICT50220 Diploma of Information Technology	110928C		
	ICT60220 Advanced Diploma of Information Technology	110929B		
	SIT30821 Certificate III in Commercial Cookery	110930J		
	SIT40521 Certificate IV in Kitchen Management	110931H		
	SIT50422 Diploma of Hospitality Management	110932G		
	SIT60322 Advanced Diploma of Hospitality Management	110933F		
	CPC30220 Certificate III in Carpentry	116538B		
	CPC30620 Certificate III in Painting and Decorating	116539A		
	CPC60220 Advance Diploma Of Civil Construction	116540H		



APPLICANT DECLARATION: -

- To the best of my knowledge, the information given in this application is correct and complete.
- I authorise MCBT to obtain verification of any statements or documents included as part of this application and to reproduce any attachments provided with this form for administrative purposes only.
- I understand that MCBT reserves the right to vary or reverse any decision made based on incorrect or incomplete information.
- I authorize MCBT to conduct a search and retrieval of my academic record from my previous educational institution(s) to verify the information contained in my application.
- I understand that MCBT collects, stores, and uses personal information in accordance with the MCBT Privacy Policy.
- I have retained a copy of this application and all supporting evidence.

Signature: _____

Date: / /

CREDIT TRANSFER APPROVAL INTERNAL USE ONLY

Qual/SOA certification provided has been verified as true/accurate with the issuing provider	<input type="checkbox"/> Yes No <input type="checkbox"/> NR
CT Application approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Student Notified <input type="checkbox"/> YES <input type="checkbox"/> No
Units granted CT form for a course chosen attached with this form	<input type="checkbox"/> Yes <input type="checkbox"/> No
Coe with the revised end date required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments, if any	
Approved by	Date: