



## 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: ☐ FUTURE STUDENT (NEW APPLICANT) ☐ 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  | <div></div> <div>Date:</div>  |