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
☐	BSB40520 Certificate IV in Leadership and Management	103994G		
☐	BSB50420 Diploma of Leadership and Management	104338J		
☐	BSB60420 Advanced Diploma of Leadership and Management	106882B		
☐	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		
☐	CPC33020 Certificate III in Bricklaying and Blocklaying	120145G		
☐	CPC31020 Certificate III in Solid Plastering	120144H		
☐	CPC40120 Certificate IV in Building and Construction	120146F		

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APPLICANT DECLARATION: -

- To the best of my knowledge, the information given in this application is correct and complete.
- I authorize 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 purposesonly.
- I understand that MCBT reserves the right to vary or reverse any decision made based on incorrector incomplete information.
- I authorize MCBT to conduct a search and retrieval of my academic record from my previouseducational 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	☐ **Yes** **No** ☐ **NR**	
CT Application approved ☐ **Yes** ☐ **No**	**Student Notified** ☐ **YES** ☐ **No**	
Units granted CT form for a course chosen attached with this form	☐ **Yes** ☐ **No**	
Coe with the revised end date required?	☐ **Yes** ☐ **No**	
Comments, if any		
Approved by		Date: