



Credit Transfer Application Information

1.1 About this form

1. MTTA offers credit transfer in MTTA programs to recognise the skills you have gained through formal education and training.
2. This form should be used by MTTA students seeking credit transfer for course/s within an MTTA program.
3. This form should not be used by Students applying for recognition of prior learning (RPL) – please refer to the MTTA Student Handbook, the MTTA website or the Student Support Representative.
4. Students applying for Recognition of Prior Learning (RPL) – please refer to the MTTA Student Handbook, the MTTA website or the Student Support Representative.

2. Credit Transfer

1. Credit transfer is the recognition of previously completed formal training and/or qualifications.

3. How to apply

1. Complete this application form and lodge it along with certified copies of your supporting documentation to the MTTA Training Coordinator.
2. Your supporting documentation must be issued by the institution where you obtained the qualification/statement of attainment from and the assessment outcome. You may submit a statement of results.

4. When to apply

1. The form should be lodged prior to the relevant credit transfer application submission end date for the semester in which you wish to be granted credit.

5. Supporting documentation

1. Please attach a certified copy of any relevant certificates and/ or transcripts of results for any formal studies that you have completed, along with any other relevant information that may support your application.

6. Credit transfer fees

1. There is no fee attached to credit transfer applications.

7. Outcome

1. Once the assessment process is completed, the Training Coordinator will notify you of the outcome in writing.



Credit Transfer Application Form

Section 1: Student information			
Student no:		Date of birth:	
Given Name:		Family name:	
Mailing address:			
Section 2: Program information:			
For which MTTA program are you applying for credit?			
Program code:			
Program name:			
Are you currently enrolled in the course for which you are seeking credit transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If my application for credit transfer is successful I take responsibility for ensuring that I am withdrawn from the enrolled course/s prior to the relevant class census date, otherwise I will remain liable for each course's total tuition fees.			
Student signature:		Date:	
Office use only			



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Section 3: Credit transfer				Student no:			
				Student Full Name:			
Student to complete				MTTA office use only			
List qualification/s and unit/s successfully completed							
RTO	National code	Course/ unit code	Course/unit name	Equivalent	Not Equivalent	Approved	Not approved
Section 4: Approval – MTTA to complete							
MTTA delegate full name:				Date:		MTTA checklist:	
Position title:				Signature:		<input type="checkbox"/> Transcript provided <input type="checkbox"/> Statement of Attainment provided <input type="checkbox"/> Copy signed and filed	