

1 COURSE INFORMATION

Choose the course(s) you are applying for ▶

- BSB50420 - Diploma of Leadership & Management
- BSB50820 - Diploma of Project Management
- BSB60420 - Advanced Diploma of Leadership & Management
- BSB80120 - Graduate Diploma of Management

2 PERSONAL DETAILS

Title ▶ Mr. Mrs. Miss Dr. Other

Family Name ▶

Given Name(s) ▶

Email Address ▶

Contact Number ▶

3 UNITS DETAILS

Units ▶
Units for which the credit is required

From (Units studied at Previous provider)	To (Matching units at MT)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Use extra sheet if more units are to be stated.

4 INFORMATION

Information related to Credit Transfer ▶

- For application to be processed further, the students need to provide the Statement of Attainment or Certificate / Record of Results or some other document as evidence of completion of the unit(s), issued by a registered training provider in Australia.
- Credit transfer application must be lodged before the commencement of studies.
- If the application gets approved, the length of the course will be shortened accordingly.
- The student will be communicated the outcome of the application within 14 working days.

5 PRIVACY

Privacy Information ▶

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

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PRIVACY
(Cont.)

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How NCVER and other bodies handle your personal information

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Sapience College (MT) to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Please refer to MT's Privacy Policy available at website. You may contact MT to get the copy of Privacy Policy as well

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STUDENT DECLARATION

Declaration ▶ I declare that I wish to apply for course credit(s) as outlined in this form. I have been communicated all the information in regards to course credit(s). The attachment with this form is the soft / hard copy form of my original academic document. All the information provided in the form is correct and complete.

Student Signature ▶

Date ▶

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OFFICE USE ONLY
OUTCOME

Credit Transfer Approved? ▶ Yes No ▶

If not approved, reason ▶

If approved, details ▶
If more units are stated, please use extra sheet

Unit Code	Unit Title

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OFFICE USE ONLY
EFFECTS

Duration Change ▶ Recommended reduction from the proposed course duration:
 Weeks / Months

Course Fee Change ▶ Recommended reduction from the course fee:
 AUD

Timetable / Training Plan Change ▶ Yes No

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OFFICE USE ONLY
CHECKLIST

- Finalising Credit Transfer Application ▶**
- Has the Student been notified of the changes as result of credit transfer?
 - Has it been updated on Student Management System?
 - Have the Student Support and Accounts department been notified about the reduction of duration and fees?
 - Please file this document along with the application in student file.
 - Has the Trainer notified the Student about the change in timetable?

Comments ▶

Student informed? ▶ Yes No

If Yes, Mode of Communication

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OFFICE USE ONLY
OFFICIAL DETAIL

Name ▶

Position ▶

Signature ▶

Date ▶