	DI-FM812
	Credit Transfer Application

This form should be used by enrolling students wishing to receive a direct credit transfer for specific units of competency. Please email the form to course@deltainstitute.edu.au.

SECTION 1 – Personal Details

First Name:	
Last Name:	
Date of Birth:	
Street Address:	
Email:	
Contact Number:	

SECTION 2 – Credit Transfer

Please name the Units of Competency (UoC) for credit transfer claim:

Please note: if you have completed more than 50% of the Certificate IV in Companion Animal Services via another institution, it is not possible to apply for credit and receive your qualification from Delta Institute. In this case, we would issue a Statement of Attainment for the Units of Competency that were completed with us.

UoC Code:	UoC Name:	Credit Granted (completed by Delta Institute)
		Yes/No
		Yes/No
		Yes/No
		Yes/No
		Yes/No
		Yes/No

SECTION 3 – Supporting Documentation

☐ Statement of Attainment	☐ Certificate/Qualification Testamur	☐ Transcript	☐ Other

SECTION 4 – Declaration

☐ In applying for a Credit Transfer I acknowledge that any documentation submitted is a true copy of the original.

☐ All supporting documentation is certified as a true and correct copy of the original by either the issuing body or by those qualified to accept a statutory declaration (e.g. Justice of Peace)

Signature:		Date:	

SECTION 5 – Delta Institute Sign Off

Authorising Officer:	RTO Operations & Compliance Officer	Name:	
Signature:		Date:	

Procedure

1. Credit Transfers can be granted under any of the following circumstances:

   - Under the principles of National Recognition, a student is granted an automatic credit for any unit that they successfully completed at any other Registered Training Organisation (RTO).
   - When the unit has exactly the same code and title, even if it is not from the same Training Package.
   - When the unit has been transferred from another Training Package/curriculum and recoded, however the learning outcomes remain the same.

2. Student reads the Credit Transfer Policy and Procedures contained in the Student Handbook.

3. Student indicates their decision to apply for Credit Transfer as soon as possible.

4. Student decides which units of competency for which they wish to apply for Credit Transfer.

5. Student completes Enrolment Form and indicates Credit Transfer will be sought.

6. Administration receives enrolment form and records enrolment of student.

7. Course Coordinator provides the student with a Credit Transfer Application Form and other Credit Transfer information, as necessary.

8. Student completes and submits Credit Transfer Application Form to course@deltainstitute.edu.au along with the following documents:

   - Qualification testamur and an Official Academic Transcript* and/or
   - Statement of Attainment* *Certificates, Statements or documents must be originals or certified true copies to verify your claim and need to be attached to this form. Certified copies must bear an original signature and certification that the document is a true copy of the original.*

9. Student is notified of outcome in writing.

Please note the following:

   - Delta Institute adopts a blended structure to assessment design and therefore even with a credit transfer some assessments cannot be separated and will need to be submitted.

   - If you have completed more than 50% of the Certificate IV in Companion Animal Services via another institution, it is not possible to apply for credit and receive your qualification from Delta Institute. In this case, we would issue a Statement of Attainment for the Units of Competency that were completed with us.

   - While Delta Institute offers credit transfer for previously completed equivalent units; if Delta Institute deems the student requires further trainer and assessment, the organisation has the right to enrol the student back into the unit/s and reassess.