



This form should be used by enrolling students wishing to receive a direct credit transfer for a previously completed equivalent unit of competency.

Procedure

1. Credit transfer will only be granted where the training product is deemed equivalent in accordance with the training package or as determined by relevant licensing or regulatory bodies.
2. Applicant reads the Credit Transfer Policy and Procedure contained in the Student Handbook.
3. Applicant completes the online Course Application Form and indicates credit transfer will be sought.
4. Application form is reviewed, and the Academic & Operations Coordinator provides the student with a Credit Transfer Application Form and other credit transfer information, as necessary. The Credit Transfer Application Form is also available on the website.
5. Student completes Credit Transfer Application Form and emails to course@deltainstitute.edu.au along with the supporting evidence.
6. Credit transfer is based on evidence that the student has previously completed an equivalent training product. Acceptable evidence includes:
 - Australian Qualifications Framework (AQF) certification documentation such as a certificate or statement of attainment
 - An authenticated VET transcript from the relevant issuing institution

Certificates, statements or documents must be 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.

7. Delta Institute will verify the authenticity of AQF certification documentation or VET transcripts by contacting the issuing institution, if necessary, via email or QR code and or accessing the VET student USI transcript
8. Student is notified of outcome in writing within 15 working days.

Please note the following:

- Delta Institute adopts a clustered 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 ACM40322 Certificate IV in Animal Behaviour and Training 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 that were completed with us.
- While Delta Institute offers credit transfer for previously completed equivalent units; if Delta Institute deems the student requires further training and assessment, the organisation has the right to enrol the student back into the unit/s and reassess.



DI-FM114

Credit Transfer Application

SECTION 1 – Personal Details

First Name:

Last Name:

Date of Birth:

Street Address:

Email:

Contact Number:

SECTION 2 – Credit Transfer

Please name the units for credit transfer claim:

Unit Code:

Unit Title:

SECTION 3 – Supporting Documentation

☐ Certified copy of statement of attainment

☐ Certified copy of certificate and record of results (if applicable)

☐ USI Transcript

SECTION 4 – Declaration

I declare that the information I have provided in this application is true and correct to the best of my knowledge. I understand that:

- My application will not be processed until all the required documents are provided.
- Providing false or misleading information may result in the rejection of my application.

Signature:

Date:



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Credit Transfer Application

FOR OFFICE USE ONLY

Unit Code	Unit Title	Credit Transfer Approved
		Yes/No
		Yes/No
		Yes/No
		Yes/No
Notes		
Authenticity of documents verified by:		
Staff Name:		
Signature:		
Date:		