



## Credit Transfer

'Credit Transfer' (CT) is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications

The granting of exemption or credit by a Registered Training Organisation to students for units of competency completed under accredited training.

DELLA accepts and provides credit to learners for units of competency where these are evidenced by;

- AQF certification issued by another RTO or AQF authorised issuing organisation
- Authenticated VET transcripts issued by the Registrar

Students can apply for a credit transfer through the credit transfer application at the commencement of course or as soon as possible.

All applications are to be submitted to Administration and students are to provide a certified colour copy or the original documents so that these can be sighted and copied.

### Procedure

1.1 All students are provided with information about credit transfer at the enrolment and orientation process.

1.2 Students are to apply for a credit transfer through the credit transfer application at the commencement of course or as soon as possible

1.3 All applications are to be submitted to Administration and students are to provide original documents so that these can be sighted and copied by Administration and kept on file

1.4 If the course credit is granted before the student visa grant, DELLA will indicate the actual net course duration in the Coe issued for the student of that course

1.5 If the course credit is granted after the student visa grant, DELLA will report the change of course via PRISMS

1.6 All students who apply for credit transfer will be provided with a letter confirming the outcome of their application which must be signed or otherwise accepted by the student and be placed on the student file