



Credit Transfer

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

The Health Arts College 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 organization.

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 upon application or within 4 weeks of course commencement and students are to provide a certified 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 Each student will complete a Pre training review as indicated in the enrollment process to identify if there are any credit transfers.

1.3 Students are to apply for a credit transfer through the credit transfer application upon application or within 4 weeks of commencement

1.4 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 or provide a certified coloured copy or the original documents so that these can be sighted and copied.

1.5 If the course credit is granted, he/she will receive a pro-rata reduction in course duration and fees they are required to pay. Students who put their course fees on to VET Student Loans will receive a reduction in their relevant unit of study cost if a credit transfer is granted.

All students who apply for credit transfer will be provided with a letter confirming the outcome of their application