

# Credit Transfer Policy & Procedure

## Credit Transfer Policy & Procedure

### Compliance Focus

**ASQA Standards Clauses:** Clause 3.5 - The RTO accepts and provides Credit to learners for units of competency and or modules

**National Code:** Standard 11 - Additional requirements

### Policy Purpose

This policy and procedure informs students and staff of the requirements to apply for a Credit Transfer. Qualifications, and VET Statements of Attainment issued by another Registered Training Organisation (RTO) are recognised and a process is in place to manage Credit Transfers which is included in the Student Handbook.

### Policy Scope

This policy applies to all students, staff and contractors involved in the Credit transfer process.

### Policy Statements

#### When unit codes and titles are different

Credit must be granted for studies completed at an RTO or at any other authorised issuing organisation, such as a university. In the case of any non-equivalent units of competency, complete an analysis to determine the equivalence of the study completed with the relevant units or modules before granting any credit.”

The provision of credit is not linked to a singular unit being comparable to another unit. It can take the form of multiple units of modules addressing the requirements of one unit. Credit for vocational units can also be applied from higher education subjects

### Evidence requirements

An applicant will be required to present to us for verification their Statement of Attainment or qualification and relevant Record of Results in Australian Qualifications Framework format for examination. These documents will provide the detail of what units of competency the applicant has been previously issued. Applicants must provide satisfactory evidence of their Statement of Attainment or qualification and that it has been issued by an Australian RTO. The applicant is required to submit certified as true copies of the originals by a Justice of the Peace (or equivalent).

### Policy Overview

We are required to acknowledge and recognise when a student has successfully completed a unit of competency issued by another RTO. This is limited to outcomes that are drawn from the national skills framework being units of competency awarded and accurately identified in the statements of attainment and qualifications.

Credit transfers are recognition by an RTO of learning achieved through formal education and training at another RTO. Under the Australian Qualifications Framework (AQF), qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit transfer allows a student to be awarded a unit of competency based on successful completion of the unit which has been previously awarded.

### Policy

All students are entitled to apply for credit transfer in a course or qualification in which they are currently enrolled. Students may not apply for credit transfer for units of competence or qualification which are not included in our scope of registration or offered in the qualification being delivered.

# Credit Transfer Policy & Procedure

Whilst students may apply for credit transfer at any time, they are encouraged to apply before commencing a training program to reduce unnecessary training.

The student does not incur any fees for credit transfers, and we do not receive any funding when a credit transfer is granted.

Credit transfer may only be awarded for whole units of competence. Where a mapping guide identifies a partial credit, this will not be considered.

Credit transfer will only be issued when the student's enrolment includes at least one other unit of competence for which the student is participating in training or is seeking recognition. A student may not enroll only for credit transfer.

## Credit transfer guidelines

The following guidelines are to be followed when an application for a credit transfer is received.

## Procedure

To adhere to the principle of National Recognition and recognises AQF and VET Qualifications and Statements of Attainment issued by other RTOs.

Students are invited to apply for Credit Transfer (and RPL) during the application and enrolment phases by completing the Credit Transfer Application Form. Existing qualifications and statements of attainment are verified by a delegated Student Services Officer to ensure:

- The qualification or unit(s) has been issued by an RTO listed on training.gov.au
- The applicant has been enrolled in that RTO
- The applicant did achieve competency in the course or unit(s) concerned

This will be confirmed by contacting the issuing training organisation by email.

If the RTO is not found on training.gov.au, the matter is referred to the Compliance Manager who will make further enquiries.

If the unit of competences does not match, the Compliance Manager will check the mapping equivalence of the superseded Training Packages. Checks of existing qualifications or statements of attainment are against the current National Training Package, to determine equivalence of the content and outcomes to the units of competency for which Credit Transfer is being requested.

Students are advised when applying for Credit Transfer that only sighted originals or certified true copies will be accepted as evidence. Copies of the supplied qualifications or statements of attainment will be verified by signature and date and retained in the student file.

Students who are applying for a Credit Transfer based on completed courses at the RTO are not required to attach documentation to their application.

The student is to be notified of the outcomes of the request for a Credit Transfer in writing as soon as possible but within five working days of the application.

Accepted Credit Transfers are recorded in the student Training Plan and in the Student Management System. The student's Training Plan and Course costing may be adjusted to reflect the units granted by the Credit Transfer.

# Credit Transfer Policy & Procedure

Where any competency for a unit is not found a Credit Transfer will not be provided.

Students have the right to appeal unsuccessful applications.

## Smart and Skilled

If a funded enrolled student has received a Credit Transfer, the students fee structure will be adjusted as per Clause 15 of the Smart & Skilled Contract Terms and Conditions or equivalent

- **(Adjusted Price)** If an enrolled student Credit Transfer for any unit(s) of competency in the Training Plan for the Approved Qualification, the Price will be adjusted as calculated in accordance with the standard formula as outlined in the Provider Guide to Smart and Skilled Prices, Fees, and Subsidies.
- The Price (or Adjusted Price if applicable) for an Approved Qualification is separated into two components:
  - (i) the Fee
  - (ii) the Subsidy

## Credit Transfer Process

### Step 1: Application for a credit transfer

- The student requests a credit transfer

### Step 2: Assessing the credit transfer

- The enrolling officer investigates the request and advises the student to provide a Statement of Attainment/Qualification Record of Results outlining competency of the unit/s seeking a credit transfer
- The enrolling officer ensures that the Credit Transfer section is completed in the Enrolment Form outlining units to be credited
- The enrolling officer must sight and retain a copy of the original evidence provided to validate the unit/s the student has requested to credited
- The enrolling office is to determine if a credit can be applied and advise the student of the outcome
- If a credit transfer is applicable the enrolling officer must attach original true copy of certification documentation to the enrolment documentation and forward to Student Services for processing

### Step 3: Applying the credit transfer to student management system

- The Student Services officer is to update the Student Management System applying the credit transfer/s to the student's enrolment

## Related Policies and Documents

- Complaints and Appeals Policy & Procedure
- Application for Credit Transfer/RPL Consideration Form
- Application & Enrolment Form

## ASQA Standards

## Responsible Officer

The responsible officer for the implementation and training for this Policy and Procedure is the General Manager.

# Credit Transfer Policy & Procedure

## Publishing details

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