

Compliance Focus

ASQA Standards Clauses: Clause 3.5

Policy

We are required to recognise when a learner has successfully completed a unit of competency issued by another RTO.

Credit transfers are recognition of learning achieved through 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 learner to be awarded a unit of competency based on successful completion of the unit which has been previously awarded.

All learners are entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.

Learners 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.

Whilst learners may apply for credit transfer at any time, they are encouraged to apply before commencing a training program to reduce unnecessary training. No fees are incurred for credit transfer process and Learning Sphere does not receive any payment 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 learner's enrolment includes at least one other unit of competence being trained **or** assessed. A student may not enrol only for credit transfer.

When unit codes and titles are different

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

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 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. If the RTO who issued the documentation has closed, Learning Sphere may access online verification through the USI transcript system, or the application will be asked to submit certified as true copies of the originals by a Justice of the Peace (or equivalent).

Responsible Officer

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

Publishing details

Document Name	Credit Transfer Policy
Approved by	Compliance Manager
Date of Approval	20 November 2024
Version	1.1
Summary of content (new) or amendments (revised)	Updated to reflect new ownership and simplified wording. Policy and Procedure separated
Next Review Date	05 August 2024