

Learners are invited to apply for Credit Transfer 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, or through online verification through the USI transcript system. If the RTO is not found on training.gov.au, the matter is referred to the Compliance Manager who will make further enquiries.

Where a unit of competences does not match, the Compliance Manager will check the mapping equivalence of the superseded Training Packages to determine equivalence of the content and outcomes to the unit(s) of competency for which Credit Transfer is being requested.

Learners are advised when applying for Credit Transfer that sighted originals/certified true copies or an online USI verification will be accepted as evidence. Copies of these will be verified and copies retained in the student file.

If the learner only has copies, verification will be undertaken with issuing RTO or via the online USI transcript.

If neither of these are available, the learner would then have to get a copy from ASQA.

Learners who are applying for a Credit Transfer based on completed courses at Learning Sphere are not required to attach documentation to their application, however, must still complete the Credit Transfer Application Form.

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 learners Training Plan and in the Student Management System. The learner's Training Plan and Course costing may be adjusted to reflect the units granted by the Credit Transfer.

Learners have the right to appeal unsuccessful applications.

## Smart and Skilled

Funded learners who receive a credit transfer will have their fee structure adjusted as per Clause 15 of the Smart & Skilled Contract Terms and Conditions or equivalent.

- **(Adjusted Price)** 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

## Process (in summary)

### Application for a credit transfer

Learner requests a credit transfer

### Assessing the credit transfer.

Student Services provides learner with Credit Transfer Application Form to complete and provide back with a copy of their Statement of Attainment/Qualification Record of Results

Student Services validates the unit/s the student has requested to credited and/or organises for verification of the supplied documentation.

If needed, application is referred to the Compliance Manager for further review.

If approved, learner advised by email and all documentation uploaded to learners AXcelerate learner file. Training and Learning Plans updated as applicable.

### Responsible Officer

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

### Publishing details

<b>Document Name</b>	Credit Transfer Procedure
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