

Credit Transfer Procedure

Policy number	RTOPR11	Version	1.1
Drafted by	Sally Wynd	Approved by M/C on	28/3/2018
Responsible person	Service Manager	Scheduled review date	28/3/2019

Purpose

This procedure describes the process for all Credit Transfer applications leading to a VET qualification. This procedure will ensure compliance with ASQA standards and the AQF.

Procedure

Scope

Credit transfers can be granted under the following circumstances:

1. Under the National Recognition guidelines, a student is granted an automatic credit for any unit of competency that they have successfully completed with another RTO;
2. When the unit of competency has the same code and title, even if it is not from the same training package;
3. When the Training Package has been reviewed resulting in minor changes to the unit of competency code or title for example; an A code to a B code, and the outcomes of the unit of competency have remained substantially the same and there is at least 80% commonality with the original unit of competency.
4. When the Unit of Competency falls within the Educational Pathways Policy timeframe of three-year currency of content for VET Credit Transfers.

Responsibility

- The Service Manager of Eagles RAPS Inc. is responsible for the implementation of this procedure.
- The Service Manager of Eagles RAPS Inc. is responsible for ensuring that staff implement the requirements of this procedure.
- The Service Manager of Eagles RAPS Inc. is responsible for reviewing this procedure as and when the need arises and at least every 12 months.

Requirements

As a Registered Training Organisation Eagles RAPS Inc. must recognise the Qualifications, Statements of Attainment, or Competency Statement issued by any other RTO.

Information provided to prospective students must include Credit Transfer information. All staff must be aware of the specific differences between Credit Transfer, Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC).

Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer must be placed in the student file.

Application

Students are to make credit transfer applications immediately after enrolling and prior to the commencement of the semester in order to allow 20 business days for application turn around.

The Applicant must complete the Credit Transfer Application Form and provide certified copies of documentation. If photocopies are supplied they need to be certified by an appropriate person:

- Justice of the Peace;
- Medical Practitioner;
- Veterinary Surgeon;
- Pharmacist; or
- Police Officer.

If a student supplies evidence in a previous name, certified evidence of all documentation concerned with the change of name must also be supplied. Where evidence is in a language other than English, the applicant must provide a translation by an accredited translator.

Notification

The student is to receive notification that their application for Credit Transfer has been received. A notification of the outcome of their application should be given in writing, detailing the reasons if the application has been rejected.

Internal Record Keeping

All evidence relating to the application for Credit Transfer, including verified copies of Qualifications, Statement of Results (Academic Transcript) and Statements of Attainment used as the basis for granting Credit Transfer must be placed in the student's file.

Assessment Procedure

Applications for Credit Transfer need are handed to assessors who have expertise in the area of study and in credit assessment. They must be familiar with the Educational Pathways Policy, relevant procedures and internal guidelines to undertake the task. Application evaluation is to be undertaken in a timely manner. The assessor is to document the outcome on the Educational Pathways Assessor Report Form, sign it off and place it on the student's record.

Exemption for successful applications will be applied to the student academic record after receipt of the signed acceptance of outcome from the student.

Appeals

Appeals may be made against credit transfer assessments in accordance with the Grievance Policy.

Review and Quality Improvement

This procedure will be reviewed by the Service Manager to maximise the applicability to new and updated requirements and student needs.

Related Documents

- Educational Pathways Policy
- Grievance Policy
- Credit Transfer application form

AUTHORISATION

SIGNED: Marten Wynd, President/Public Officer 
DATE: 27 March 2018

Revision History

Revision	Date	Description of Modifications
1	23/6/22	No changes
2		
3		
4		
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