

Credit Transfer Policy

Document Name and Number:	Version and Date:	Responsible Person:	Purpose and Comments:
Credit Transfer Policy	January 2020/V1.0	CEO and/or nominee	Ensure compliance with Standards for Registered Training Organisations (RTOs) 2015

Policy scope

The Credit Transfer Policy applies to all students and staff.

It also includes external personnel conducting assessments on the organisation's behalf as part of partnership agreements.

Policy purpose

The Credit Transfer Policy ensures that no student is required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or license condition requires this.

The Policy aims to maximise the transfer of credit from other formal learning undertaken by students, while maintaining the integrity and standards of the defined learning outcomes of a specific program.

The Credit Transfer Policy is to support a potential student intending to undertake study with the organisation and to recognise their previous competencies.

It is **not intended** to issue a qualification or statement of attainment that is achieved wholly through recognition of units completed at another RTO or RTOs.

Policy statement

The organisation is committed to granting credit (mutual recognition) for identical units of competency successfully completed by a student at the organisation in another qualification, another RTO or other education or training institution and through transitional arrangements where the Training Package's mapping to a previous Training Package states that the units are equivalent.

Credit Transfers can be applied for at any time during an enrolment.

Credit Transfer will be approved in the following circumstances:

- **Mutual Recognition:** Credit is given for units/modules with the same unit/module title and code that have been successfully undertaken at another RTO.
- **Transitional Arrangements:** Credit is given where a Training Package is superseded and the new Training Package clearly states that units from the previous qualification are equivalent to units in the new qualification.
- **Administrative Purposes:** Credit is given for units/modules with the same unit/module title and code that have been successfully undertaken within the organisation.

Units counting towards the eligibility of a qualification/skill set by Credit Transfer must be recorded within the student academic history within the student management system.

Units that have a superseded code and title but deemed equivalent may require applicants to evidence currency. This will be determined on a case by case basis.

Legislative/statutory requirements

Standards for Registered Training Organisation, 2015

The Australian Skills Quality Authority may impose sanctions on Registered Training Organisations for breaches of registration requirements, for example, suspension or cancellation of RTO registration.

Associated documents

- Credit Transfer Procedure
 - Complaints and Appeals Procedure
 - Enrolment Policy & Procedure
 - Fees and Refund Policy
 - Access and Equity Policy
 - Issuance Policy and Procedure
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Measure of policy effectiveness

The effectiveness of this Policy will be determined by:

- Outcomes from internal audits and external audits by ASQA
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Induction

Refer to organisational and induction processes to confirm specific induction requirements related to this Policy.

Definitions/acronyms

ASQA: The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training sector

TGA: www.training.gov.au (National VET training register)

RTO: refers to Registered Training Organisation
