



Credit Transfer Policy & Procedure

RTO PP013

Purpose

This policy and procedure outlines ACF's commitment to mutually recognising units of competency, accredited courses, skill sets and full qualifications issued by other Registered Training Organisations (RTO), or AQF authorised issuing organisations or authenticated VET transcripts issued by the Registrar of Unique Student Identifier (unless licensing or regulatory requirements prevent this).

Responsibilities

The Executive Manager, Education and Safeguarding Services (ESS) is responsible for ensuring this procedure is implemented under the direction of the ACF CEO.

Scope

This policy and procedure covers all of ACF's RTO training and related services.

Definitions

AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

AQF certification documentation is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.

Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Recognition of Prior Learning (RPL) is a form of assessment of the competence of a person. It acknowledges the full range of an individual's skills and knowledge, irrespective of how it has been acquired. This includes competencies gained through formal study, work experience, employment and other life experiences. (see RPL Policy and Procedure for further information)

Credit Transfer means recognising the equivalence of studies previously undertaken and completed successfully. It is a process that provides students with credit outcomes for components of a qualification based on *identified equivalence* in content and learning outcomes from previous studies, noting that providing credit for previous studies is not a Recognition of Prior Learning (RPL) process.

Policy

Under the Standards for RTO (2015), ACF must accept and provide credit to students for equivalent units of competency and/or modules issued by any other RTO or AQF authorised issuing organisation or authenticated VET transcripts issued by the Registrar of Unique Student Identifier (unless licensing or regulatory requirements prevent this).

ACF recognises Qualifications and Statements of Attainment issued by any other RTO and communicates this recognition in the information provided to potential and enrolling students through its application and enrolment processes as well as in its Student Handbook.

A student is not required to repeat training and assessment in a unit or module that they have already been assessed as competent as long as the units of competency are a direct transfer (equivalent) and fit with the training package rules for the qualification in which the student is enrolling.

Any potential student who wishes to apply for a Credit Transfer may do so, using the Credit Transfer/RPL Application Form and all requests will be considered.

For Students that are granted Credit Transfer

The student is exempt from having to complete those units.

The units will contribute to the student's eligibility to obtain their full qualification.

Credit transfers can only be processed when an official Statement of Attainment or Record of Results is produced as proof that the units of competency have been attained from an RTO and verified as being authentic.

Potential/Enrolling Students

Support services will advise all new students of the availability of Credit Transfers and the evidence requirements before commencement of training. This will be included in the Application and Enrolment Form and the Student Handbook.

Support services will provide Credit Transfer/RPL Application Form to any student that indicates on their Application and Enrolment Form that they would like to apply for a Credit Transfer. Support services will also advise the student to supply copies of their certification with their signed application form.

Each application will be assessed on its own merits and following ACF's Fair Treatment and Equal Benefits & Opportunities Policy and the procedure outlined in this document.

All units of competency which have been granted under the rules of Credit Transfer will be identified as such on the participant's academic record in ACF's student management system and all documentation including the Application Form and all copies of certified originals and supplementary evidence will be stored in the student file.

After Enrolment

If a student who is studying another course at the time of their enrolment or commences another course after their enrolment and may become eligible for a Credit Transfer for any common units after commencement of their course, ACF will process a Credit Transfer application providing the unit/s have not already been delivered and assessed as competent by ACF.

There is no cost associated with Credit Transfer.

Procedure

Applications for credit transfer will be assessed within a reasonable time considering periods of peak administrative tasks or other impacts on the overall resourcing of the Support services team.

Awareness and Application Process

The student will indicate on their Application & Enrolment Form that they wish to seek Credit Transfer at the time of enrolment.

Support Services staff will provide them with the Credit Transfer/RPL Application Form.

The student will return the Credit Transfer/RPL Application Form within 7 days together with a copy of their Statement of Results or Record of Results which must show:

- issuing RTO Individual units (including codes and full titles);
- date issued

Approval Process

- Support Service will send the application for Credit Transfer to the Executive Manager, ESS and/or delegate appointed by the CEO.
- The Executive Manager, ESS and/or delegate appointed by the CEO will check the Qualification or Training Package to see if the Credit Transfer application is valid and advise Support Services of those units that are eligible.
- Support Services will:
 - contact the issuing RTO by phone or email to ensure that the supporting documents are valid, and make a note of the outcome in the student's records on the Student Management System.
 - mark validated units as being granted Credit Transfer in the Student Management System, and store The Credit Transfer/RPL Application Form and supporting documentation on the student's file.
 - inform the student of the outcome in writing as soon as possible.
 - adjust the invoice for the enrolment or if it has already been paid, advise the ACF Finance team to issue a refund for any units being Credit Transferred
- If the student is not satisfied with the outcome, Support Services will advise that they may appeal the ACF's Complaints & Appeals Policy & Procedure.

Recognition of Academic Transcripts and other Academic Documents

Some TAFEs, RTOs and higher education providers do not issue to their students a VET Statement of Attainment or Record of Results and may instead issue an Academic Transcript, official letter or another academic document.

The Executive Manager, ESS and/or delegate appointed by the CEO will review any documents provided by the student that are not Statements of Attainment or Records of Results and advise Support Services of the best course of action. This may include Support Services:

- asking the student to obtain a VET Statement of Attainment from the issuing institution
- asking the student to provide the appropriate codes for the units obtained from the issuing institution on official letterhead
- checking the student's USI records
- contacting the issuing institution directly for information and advice

Student’s Right to Appeal

Any student – potential or enrolled, may appeal any decision via ACF’s Complaints and Appeals process.


Forms and Records

The following forms should be used in conjunction with this procedure:

- RTO PP001 Student Handbook
- Qualification Specific RPL Sets (available on Axcelerate)
- RTO PP012/01 Credit Transfer and RPL Application Form
- Application Form (available on Axcelerate)
- Enrolment Form (available on Axcelerate)
- RTO PP011/3 Student Induction Agenda and Checklist

The following references should be read in conjunction with this procedure:

- RTO PP018 Marketing
- RTO PP011 Application & Enrolment
- RTO PP026 Equal Opportunity & Fair Treatment
- RTO PP013 Credit Transfer
- RTO PP023 Student Records Management

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<p>Authorised by Joe Tucci, CEO</p>	
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