

## 13. Credit transfer [NC 12]

### 1.0 Purpose

- 1.1 The purpose of this procedure is to ensure that the qualifications and Statements of Attainment issued by any other registered providers are recognised and the requirements of the ESOS and the National Code 2007 are met.

### 2.0 Responsibility

- 2.1 The CEO is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

### 3.0 Requirements

- 3.1 The method section defines the procedure used for dealing with applications for Credit Transfer.
- 3.2 The qualifications and Statements of Attainment issued by any other registered provider must be recognised.
- 3.3 Recognition means that students will be granted exemptions or advanced standing in a course as a consequence of having completed the same unit(s) with another registered provider.
- 3.4 Credit Transfer information must be included in information given to students prior to enrolment
- 3.5 All staff must be provided with information about the Credit Transfer application process and assist students in completing applications.
- 3.6 Credit Transfer is different from Recognition of Prior Learning.

### 4.0 Definitions

- 4.1 **Credit Transfer** – exempting a student from enrolling in and being assessed in a unit or units because they have been granted recognition for having completed the identical unit or units at another registered provider.
- 4.2 **Registered provider** – registered training organisation (RTO), registered in CRICOS
- 4.3 Variations in the version number of units reflect minor changes not related to outcomes and are therefore accepted for credit transfer.

### 5.0 Method

- 5.1 Applicants for Credit Transfer must complete the Credit Transfer Application form, attach a copy of a verified Award/qualification or Statement of Attainment and submit the application to the Training Manager.
- 5.2 The Training Manager must check the Award or Statement of Attainment and grant credit transfers for identical units that have been identified as being completed at another registered provider.
- 5.3 Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer must be placed in the student files
- 5.4 The completed Credit Transfer record must be signed by the student and the Training Manager
- 5.5 Granting of Credit Transfer must be recorded as a unit outcome in the students file
- 5.6 After Credit Transfer is granted a student's course schedule must be reviewed and any reductions in the scheduled attendance and the reasons for the reduction recorded and placed in the student's file.
- 5.7 If possible a full-time load for the student should be maintained by adjusting a student's course schedule and duration for completion of the course.
- 5.8 Any course duration reduction as a result of Credit Transfer granted to students must be indicated on:
  - the Confirmation of Enrolment if granted prior to the issue of a visa, or
  - PRISMS if granted after the issue of a visa.
- 5.9 There will be no reduction in student tuition fees for subject exemption as a result of credit transfers.

# Credit transfer

## 6.0 Revision history

Revision	Date	Description of modifications
1	June 2008	Original
2		