

Credit Transfer Policy & Procedure

Purpose

The purpose of this policy is to outline the procedure for applying credit transfers for studies already completed. *This aligns with Clause 3.5 Provide Credit for Prior Studies under the Standards for RTOs 2015.*

Scope

This policy applies to all students enrolled within nationally recognised Vocational Education and Training (VET) courses offered by the Registered Training Organisation, ATI-Mirage and who are applying for credit transfer for prior studies. All RTOs must recognise qualifications, units of competency and skillsets awarded by other RTOs.

Note that providing credit for previous studies is not a recognition of prior learning (RPL) process. RPL is a form of assessment of the competence of a person, while providing credit is recognising the equivalence of studies previously undertaken and completed successfully.

Recognition of prior learning (RPL) is covered under a separate policy and procedure.

Relevant Documentation

- Course Credit Form
- Unit Equivalency Transition Form

Policy

Candidates are required to complete the Course Credit Form and provide the required evidence. This evidence is:

- a. AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- b. authenticated VET transcripts issued by the Registrar.

The statement of attainment or record of results must be authenticated by the RTO. If the certificates do not have a unique identifier such as watermark or seal and cannot be authenticated as original copies, then the RTO must verify authenticity using the RTO Verification of Prior Studies Form. All authenticated copies should be kept in the student's

electronic student file in the requisite folder for each unit of competency as evidence and/or completed RTO Verification of Prior Studies Form.

ATI Mirage is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs.

In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process, so this should be checked prior to issue.

Procedure

At enrolment the administration officer will, on receiving a request for course credit:

- supply the student with a the **Course Credit Form** for completion.
- on receiving a completed **Course Credit Form** from a student, pass the application onto the **RTO Consultant** or **Manager Operations** who will:
 - verify the attainment of the units of competency by sighting original and/or authentic VET transcript(s), a record of results or a statement of attainment for currency and authenticity and will maintain copies of the evidence of attainment in the students file. Where necessary they will have to verify with the issuing RTO.
 - check equivalency of the unit where the credit being applied for is for a superseded unit against the new unit using the Unit Equivalency Transition Form, as there may be a gap that is required to be filled in which case only a partial credit will be applied and the candidate may be required to provide additional evidence to address the gap.
- ensure that students who are granted course credit are provided with a signed copy of the Course Credit Form identifying their successful application for course credit; their acceptance of the Form is noted by their signature.
- ensure that the student has a Unique Student Identifier (USI) prior to applying the Credit Transfer in accordance with *Student Identifiers Act 2014*.

Modification History

Version No.	Issue Date	Nature of Amendment	Approved	Date
Version 1.0	August 2012	Procedure Developed		
Version 2.0	July 2016	Rewritten new policy and procedure to comply with RTO Standards 2015		
Version 3.0	27/2/2018	Removed reference to RPL as this is an assessment process not relevant to credit transfer. Also added verification process and Unit Equivalency Transition Form for superseded units which cannot be offered a straight Credit Transfer without first checking equivalency.	Ross Sampson	27/2/2018