

1. Purpose

The purpose of this procedure is to ensure that the qualifications, Statement of Results (Academic Transcript) and Statements of Attainment (SOA) issued by any other registered providers are recognised and the requirements of the AQF, SRTOs 2015, and the National Code 2018 are met.

2. Scope

This policy applies to all students (international and domestics) applying to study a vocational course with RGIT Australia.

3. Responsibility

Training Manager is responsible for the implementation of this policy and procedure and to ensure that staff and students are aware of its application and requirements. Student Services Manager will be responsible for administration of the documentation.

4. Definitions

Credit Transfer (CT) means 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.

Variations in the version number of units reflect minor changes not related to outcomes and are therefore accepted for CT.

5. Policy

- The qualifications, Statement of Results and Statements of Attainment issued by any other registered provider will be recognised.
- "Recognition" means that students will be granted exemptions or advanced standing in a course as a consequence of having completed the same unit(s) in another registered provider.
- Credit transfer information must be included in information given to students prior to enrolment.
- All Coordinators, Trainers and Student Services Team f will be provided with information about the CT and assist students in completing applications.
- CT is different from Recognition of Prior Learning (RPL).

6. Procedure

- 6.1 Applicants seeking CT must complete the CT Application Form, attach a copy of a qualification, statement of results (academic transcript) or SOA and submit the application to the Student Services Manager.
- 6.2 The Student Services Manager will forward the application to concerned Departmental Coordinator who will check the qualifications, statement of results (academic transcript) or statement of attainment and grant credit transfers for identical units that have been identified as being completed with another registered provider.
- 6.3 Departmental Coordinator/Training Manager verifies copies of qualifications, statement of results (academic transcript) and statements of attainment used as the basis for granting CT must be placed in the student file.

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- 6.4 The completed CT record must be signed by the student and the Departmental Coordinator or Student Services Manager.
- 6.5 Granting of CT must be recorded as a unit outcome in the student's file and on the Student Management System (RTO Manager).
- 6.6 After CT is granted, a student's course schedule must be reviewed and any reductions in the scheduled attendance (and the reasons for the reduction) must be recorded in the student's file.
- 6.7 Wherever, a full-time load for the student should be maintained by adjusting the student's course schedule and duration for completion of the course.
- 6.8 In the case of international students, any course duration reduction as a result of credit transfer granted to students must be indicated on:
 - i. the student's Confirmation of Enrolment if granted prior to the issue of a visa, or
 - ii. PRISMS if granted after the issue of a visa.

7. Associated Documents

- Student Credit Transfer Application Form
- Student Consent Form

8. Revision History

Version	Description
1.0	Created in 2008
2.0	Reviewed in 2011
3.0	Reviewed in 2012
4.0	Reviewed in 2013
5.0	Reviewed in 2014
6.0	Reviewed
7.0	Updated as per SRTOs 2015
7.2	Minor review
7.3	Formatted into new RGIT document template
8.0	Responsibility changed to Academic Principal, added Student Consent Form as requirement as part of CT process, added Revision History
8.1	Replaced Academic Principal with Training Manager