

Credit Transfer Policy and Procedure

1. Purpose

The purpose of this procedure is to ensure that the qualifications, Statement of Results (Academic Transcript) and Statements of Attainment issued by any other registered providers are recognised and the requirements of the AQF, ASQA, ESOS and the National Code 2007 are met.

2. Scope

This policy applies to all students applying to study a vocational course with RGIT Australia.

3. Responsibility

The VET academic head is responsible for the implementation of this policy and procedure and to ensure that staff and students are aware of its application and requirements.

4. Definitions

Credit transfer 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 credit transfer.

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 staff will be provided with information about credit transfer and assist students in completing applications.

Credit transfer is different from Recognition of Prior Learning (RPL).

6. Procedure

- 6.1 Applicants for credit transfer must complete the credit transfer application form, attach a copy of a qualification, statement of results (academic transcript) or statement of attainment and submit the application to the student services manager.
- 6.2 The student services manager will forward the application to the 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.

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- 6.3 Verified copies of qualifications, statement of results (academic transcript) and statements of attainment used as the basis for granting credit transfer must be placed in the student file.
- 6.4 The completed credit transfer record must be signed by the student and the Departmental Coordinator or Student Services Manager.
- 6.5 Granting of credit transfer must be recorded as a unit outcome in the student's file and in the Student Management System (RTO Manager).
- 6.6 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) must be recorded in the student's file.
- 6.7 If possible, 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:
 - a. the student's Confirmation of Enrolment if granted prior to the issue of a visa, or
 - b. PRISMS if granted after the issue of a visa.

7. Associated Documents

- Student Credit Transfer Application Form