

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

The Training Manager holds primary responsibility for the implementation of this policy and procedure. It is their duty to ensure that both staff and students are fully informed about the policy's application and its requirements. The Student Services Department will handle the processing and maintenance of the necessary paperwork, ensuring that all transfer procedures are conducted efficiently and in accordance with the policy guidelines.

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.
- Applicants possessing competencies that are recognised under the Australian Qualifications Framework (AQF) are eligible to apply for credit transfer. This policy is inclusive of any formal learning experiences or qualifications obtained within the AQF framework.
- The applicant must provide consent for RGIT to access their Unique Student Identifier (USI) for the purpose of verifying their academic records and competencies. This access is essential for evaluating the eligibility and validity of the credit transfer application.
- "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 will be provided with information about the CT and assist students in completing applications.
- CT is different from Recognition of Prior Learning (RPL).
Departmental coordinator refers to the Course Coordinator at RGIT.

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6. Procedure

- 6.1 Applicants seeking a CT must complete the Student CT Application Form, and supporting evidence, such as an original or verified copy of their qualification(s), statement of results (academic transcript) or SOA and submit the application to the Student Services Department. The student services will conduct a verification of all the applicant's credentials against the information linked to their USI information.
- 6.2 The Student Services Department will forward the application to designated Departmental Coordinator. This Coordinator is responsible for assessing the qualifications, reviewing academic transcripts or statements of attainment, and determining credit transfers. They will specifically evaluate and grant credits for identical units that the applicant has completed with another registered training provider.
- 6.4 The completed CT must be signed off by the student and the Departmental Coordinator and/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 (i.e. RTO Manager).
- 6.6 Upon a granted CT application, a student's course schedule must be reviewed and updated in accordance with the CT outcome. Course enrolment details, including any reductions in the scheduled attendance (and the reasons for the reduction) must be recorded in the student's file.
- 6.7 Whenever applicable, 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 issuance of a visa, or
 - ii. PRISMS if granted after the issue of a visa.
- 6.9 In the event of a refusal of a CT application, the student will be informed. The student can apply for appeal provided that the student followed the process stated herein and submitted all relevant documents for assessment.
- 6.10 As per 6.9 above, if a refusal of CT is due to the lack of documentation or the documents submitted appear to be fraudulent and misleading, the student needs to reapply (fees apply). Once the student pays the fee and receives a receipt, he/she needs to attach the same with an explanatory letter and the CT application form with all the necessary documents to reapply.

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 |

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| 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 |
| 8.2 | Updated logo and footer |
| 8.3 | Updated clauses related to USI verification, defined 'Departmental Coordinator,' revised credit transfer procedures steps, added new clauses for handling CT application refusals and reapplications, and minor content and format edits applied |