

POLICY: CREDIT TRANSFER POLICY


RPL and Credit Transfer are alternative pathways to achieving an Australian Qualifications Framework (AQF) qualification. They are distinguished by the way they relate to learning achieved through recognition of equivalence of formal education and training (Credit Transfer) and assessment of an individual's relevant prior learning (RPL). By removing the need for duplication of learning, RPL and Credit Transfer encourages an individual to seek diverse and inclusive pathways to lifelong learning, formal qualifications and improved employment outcomes.

| | |
|------------------------|--|
| Ownership | This policy is the responsibility of the CEO. |
| Scope | Accrete has established this Credit Transfer Policy (Policy) to support the Australian Skills Quality Authority (ASQA) Standards for Registered Training Organisations (RTO) 2015. The Policy has been developed and implemented by Accrete to support and provide clear instruction and guidance to program participants and Accrete Personnel in the review and process of applications for Credit Transfer received by participants. This policy applies to all cases where a participant seeks credit for previously completed and formally assessed learning. |
| Review and Maintenance | Maintenance and review of the Accrete Credit Transfer Policy is the responsibility of the General Manager. The CEO will maintain ongoing records of the elements and application of this policy. Accrete may make changes to this policy and procedure from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the CEO. |
| Further Assistance | Any staff member who requires assistance in understanding this Policy should contact the CEO. |

Policy Review

Accrete may make changes to this policy and procedure from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the CEO. Any staff member who requires assistance in understanding this Policy should contact the CEO.

APPROVAL

| | | | |
|-----------------------|-------------------|----------------|---|
| Policy applies to | All staff | Approval date | 11 September 2017 |
| Approval authority | CEO | Signature |  |
| Date of Last Revision | 11 September 2017 | Date of Review | 2 February 2018 |

| | | | |
|-----------------|---|---------------|-------------------|
| Document Title: | POL-Credit Transfer-V3 | Date created: | 11 September 2017 |
| File path: | Z:\All Matters PTB\PTB Company\RTO Management\ASQA Standards\7-Governance and Administration\Policies\POL-Credit Transfer-V3.docx | Author: | A Leahy |

CONTENTS

| | |
|--|---|
| What is Credit Transfer? | 2 |
| When does Credit Transfer occur? | 2 |
| Procedure | 2 |

WHAT IS CREDIT TRANSFER?

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications (Australian Qualifications Framework Second Edition January 2013).

Participants who already hold a qualification(s) or statements of attainment from other RTOs, which cover the same units of competency as those covered in the relevant Accrete course or program, will have these achievements recognised by Accrete and will receive the appropriate transfer of credit against Accrete programs.

WHEN DOES CREDIT TRANSFER OCCUR?

Credit Transfer seeks to match the learning outcomes of previously completed training in specific unit(s) of competency, to those of the current program for which a Candidate is seeking recognition of prior studies.

Where a participant has completed a program of study from another provider that covers the same (or superseded but equivalent to) unit(s) of competency, the participant may apply to Accrete to have these unit(s) of competency recognised towards the same (or equivalent) unit(s) of competency covered in a relevant program offered by Accrete. To receive recognition the participant must be enrolled with Accrete. This allows the Candidate to be awarded the unit(s) of competency in the “new” program offered by Accrete without having to repeat the assessment for that unit.

Credit Transfer will only be awarded if evidence of the qualification/statement of attainment achieved by a participant is received by Accrete in the form of a certified copy of results and/or academic transcript.

PROCEDURE

All participants will be made aware of their right to apply for a Credit Transfer through the **Candidate Handbook**, available on the Accrete website and/or through consultation with Accrete Personnel. Accrete includes on all enrolment forms a section requesting information from prospective participants on academic history.

| Action | Responsibility |
|--|----------------|
| <p>All participants wishing to apply for Credit Transfer will need to:</p> <ul style="list-style-type: none"> - complete the Application for Credit Transfer form located on the Accrete website; - provide verified evidence of having successfully completed the unit(s) of competency for which they are applying for credit. Acceptable evidence for this application is: <ul style="list-style-type: none"> o Verified copy of Certificate or Diploma – a transcript is the most important part as it lists actual units. It is not possible to give credit transfer without the transcript. o Verified copy of Statement of attainment listing units. o Verified copy of Unit/s listed on a VET transcript associated with student’s USI. <p>‘Verified’ means a copy that has been:</p> <ul style="list-style-type: none"> - Signed by a Justice of the Peace, Commissioner of Declarations, a lawyer or notary public who has sighted the original, OR | Participants |

| | | | |
|-----------------|---|---------------|-------------------|
| Document Title: | POL-Credit Transfer-V3 | Date created: | 11 September 2017 |
| File path: | Z:\All Matters PTB\PTB Company\RTO Management\ASQA Standards\7-Governance and Administration\Policies\POL-Credit Transfer-V3.docx | Author: | A Leahy |

| | |
|---|--------------------------------|
| <ul style="list-style-type: none"> - Original of the document is shown to an authorised officer of Accrete who signs a copy for our records. Authorised officers include the CEO or Senior Facilitators. <p>Any documentation submitted to Accrete will not be returned. Applications should be submitted to aleahy@accrete.net.au or by post to: Accrete, 3 / 17 Gardens Hills Crescent, The Gardens NT 0820</p> | |
| <p>On receipt of an Application for Credit Transfer form the CEO will:</p> <ul style="list-style-type: none"> - Check all supplied evidence (copies of qualifications, results, academic transcripts, statement of attainment) for authenticity, and accurate use of unit of competency name and code. If deemed necessary the issuing RTO will be contacted for verification; - Record the outcome of the assessment on the participant's application form; - Retain all documentation on the participant's file. - Advise the participant of the outcome via email or writing within 10 business days of receipt of the application. If the Application is unsuccessful the participant will be notified of the reasons for not giving credit. - If the application is successful then the relevant unit(s) of competency details, codes, hours, associated information will be recorded on the participant's record. <p>Where the AQF qualification or statement of attainment applies to a qualification that no longer exists, the participant must provide documentary evidence to enable a determination of equivalence with the qualification/statement of attainment for which Credit Transfer is being sought. The Candidate may also be asked to demonstrate currency of the knowledge and skills attended to in the qualification or statement of attainment</p> | <p>CEO</p> <p>Participants</p> |
| <p>If the participant disagrees with the outcome of the application, they are encouraged to try and resolve the matter informally with the CEO.</p> <p>If the participant does not feel the matter has been suitably resolved they may make a formal appeal of the decision by completing and submitting the Accrete Complaints and Appeals form (see Accrete Complaints and Appeals Policy for more information on this process) within 30 days of receiving notification of the outcome. Once the appeal has been formally lodged it will follow the complaints and appeals resolution process.</p> | <p>CEO</p> <p>Participants</p> |
| <p>Should the application for credit transfer become an application for recognition of prior learning (RPL), the associated fees and charges for this process will be applied.</p> | <p>CEO</p> |
| <p>When the participant completes the program of study for which the application for Credit Transfer was granted, a statement of attainment and/or record of results will be printed and supplied to the participant. The document(s) will include the units of competency for which a credit transfer was applied. Accrete will maintain accurate records which will demonstrate that Credit Transfer was applied, and for which units of competency on the Participant's file.</p> | <p>Accrete personnel</p> |
| <p>Accrete require that a participant must have completed the relevant study for which they wish to gain credit within five years of the date of application for Credit Transfer.</p> | <p>Participants</p> |

| | | | |
|-----------------|---|---------------|-------------------|
| Document Title: | POL-Credit Transfer-V3 | Date created: | 11 September 2017 |
| File path: | Z:\All Matters PTB\PTB Company\RTO Management\ASQA Standards\7-Governance and Administration\Policies\POL-Credit Transfer-V3.docx | Author: | A Leahy |