

1. Policy

This procedure describes the processing of all Credit Transfer applications leading to a nationally recognised Vocational Education and Training (VET) qualification. This procedure will ensure that the standards for RTO's and other quality assurance requirements are met.

2. Policy Base

- The standards for Registered Training Organisations 2015, Clauses: 3.5.
- AQF National Principles and Operational Guidelines for Recognition of Prior Learning.
- Student Enrolments & Admissions.
- Assessment Policy.
- Fees, Charges and Refunds

3. Scope

This procedure applies to **all** enrolments including funded students, fee for service, and/or third-party provider funded courses.

Credit Transfers may be granted under any of the following circumstances:

- 3.1 Under the principles of **National Recognition**, a student is granted an **automatic** credit for any unit that they successfully completed at any other Registered Training Organisation (RTO).
- 3.2 When the unit has **exactly** the same code and title. Regulatory requirements may prevent a unit or module being awarded through a credit transfer process. Units of Competency that require skills demonstration or pertain to Professional Experience Placement may not be awarded or granted. An assessment process for PEP hours will be undertaken prior to granting Credit Transfer.
- 3.3 When the unit has been **reviewed** and this has resulted in minor changes to the unit code or title e.g. A code to B code. This indicates that the outcomes of the unit have remained substantially the same and there is at least 80% commonality with the original unit.
- 3.4 When the unit has been **transferred** from another Training Package/curriculum and recoded, however the learning outcomes remain the same or similar.

4. Definitions

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RPL Assessor:	Is a person responsible for conducting the RPL assessment? They must be a qualified assessor and it is recommended that they have undertaken training in RPL procedures and practices. Refer to the SRTO's for assessor qualifications and competence.
Credit transfer	Assesses the initial course or subject that an individual is using to claim assess to, or the award of credit.
Unit:	The word "unit" has been used to encompass both a "unit of competency" and a "module".

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5. Procedure

STEPS	WHO IS RESPONSIBLE?	COMMENTS
1. Provide Credit Transfer information to prospective students.	Administrative services	Any Vocational Training Area (VTA) or section providing information to prospective students must include Credit Transfer information in all marketing materials e.g. Orientation, Enrolment forms, Unit Outlines, Website. Provide student with the <u>Application for Credit Transfer</u>
2. Determine Credit Transfer status and advise all staff who pre-engage & enrol students.	Compliance Manager Course Coordinator Administrative Services ,	<p>To confirm status refer to mapping document in Training Package, curriculum or purchasing guides. A list of all the units approved or trained at the RTO for that qualification. Credit Transfers must be attached to the Application for Credit Transfer.</p> <p>Dip of Nursing:</p> <p>Trainers must map the learning objectives specific to the Dip of Nursing qualification (knowledge and performance evidence and specific contextualise to nursing) to ensure that:</p> <ul style="list-style-type: none"> ○ Required equivalency (e.g. 80% or 100%) between units is clearly identified to support granting of credit. ○ Medication units may be considered when the unit of competency code is the same ○ Identified gaps in learning outcomes, content or assessment are clearly noted as an outcome of the mapping. ○ According to ANMAC accreditation standards,

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		<p>complete all course requirements including the mandated minimum hours of workplace experience. Trainers will map the work placement hours against the K2L PEP requirements to ensure alignment to 400 hours as per our Delivery Schedule.</p> <p><i>Any identified gaps against the nursing learning outcomes or PEP requirements, will require the applicant to apply for RPL pathway for the unit. See RPL policy PP017</i></p> <p>Applicants that are dissatisfied with the result can Appeal using the Feedback, Complaints and Appeals Policy PP048 process and Appeals, Feedback and Complaint form (F059) which can be accessed through the website or K2L office.</p>	
3.	Complete and submit Credit Transfer form and evidence.	Student	The student must provide an original or <u>certified copy</u> of their Statement of Results as evidence.
4.	Grant Credit Transfer and seek acknowledgement from student (where required).	RPL Assessor	Credit Transfer granted in terms of clause 3.5 RTO Standards – Strategy for Certification, Issuing and recognition of Qualifications & Statements of Attainment
5.	Attach to enrolment form and forward documents to Student Services.	RPL Assessor	Forward all evidence and documents to student services for lodgement

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6.	Process enrolment and Credit Transfer documentation.	Student Services	<p>Enrol student in all units of the course and calculate enrolment fees.</p> <p>Evidence of CT must go on the SOA or the certificate. Record must be retained on the student file.</p>
7.	Enter results into Student Record System and organise official publication of results.	Student Services	<p>Credit Transfer Granted.</p> <ul style="list-style-type: none"> • Internal administration code: Credit Transfer • Statement of results code: CT

6.0 Responsibilities

- Administration Manager has responsibility for the maintenance of this procedure.

7.0 Associated Documents

This procedure is related to other procedures referring to skills recognition:

- PP017 Recognition of Prior Learning

Forms

- Application for Credit Transfer

Forms/Record Keeping

Title	Location	Responsible Officer	Minimum Retention Period
Credit Transfer form	Student Services	Student Services Coordinator	7 years

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