

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

- Standards for NVR Registered Training Organisations 2025
- 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 automatic credit for any unit that they successfully completed at any other Registered Training Organisation (RTO).
- 3.2 When the unit has **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 recorded, however the learning outcomes remain the same or similar.
- 3.5 When students are enrolling into an CWA Accredited course (ie Dip of Community Services) Key 2 Learning College will only accept a maximum of 40% credit transfer.

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 Standards for NVR Registered Training Organisations 2025 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>Where the credit transfer process results in the student already holding 80% or more of the required competencies, the training provider must, in consultation with the student and where applicable, the employer, reassess the suitability of the training product and:</p> <ul style="list-style-type: none"> • select a different training product, or • document the decision to continue with the enrolled training product. Evidence of the discussion and decision must be retained. <p>Dip of Community Services(CWA Accredited):</p> <p>Trainers must only accept a maximum of 40% credit transfer in accordance</p>

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		<p>with the CWA Course Accreditation Guidelines.</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"> ○ The qualification for which credit is being sort is from an approved RTO that has the Dip of nursing program accredited by the NMBA, as seen on the NMBA approved program of study list. ○ 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, 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><i>Any identified gaps against the nursing learning outcomes or PEP requirements, will require the applicant</i></p>
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		<p><i>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.	<p>Student</p> <p>The student must provide an original, certified <u>copy</u> or USI Transcript of their Statement of Results as evidence and MUST submit the application for CT within 1 month of commencement of their course.</p>
4.	Grant Credit Transfer and seek acknowledgement from student (where required).	<p>CT Assessor</p> <p>Credit Transfer granted in terms of clause 3.5 RTO Standards – Strategy for Certification, Issuing and recognition of Qualifications & Statements of Attainment</p>
5.	Attach to enrolment form and forward documents to Student Services.	<p>CT Assessor</p> <p>Forward all evidence and documents to student services for lodgement including:</p> <ul style="list-style-type: none"> • CT Summary Form - F014 • Copy of certificate or USI transcript • Up dated Training Plan with CT's
6.	Process enrolment and Credit Transfer documentation.	<p>Administrative services</p> <p>Enrol student in all units of the course and calculate enrolment fees if an international student.</p> <p>Email student with result/approval of CT and copy of new Training Plan</p> <p>Upload all evidence into the students file on Share Point</p> <p>Record the CT result in Canvas</p>

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			<p>Evidence of CT must go on the SOA or the certificate.</p> <p>Record of certificate or SOA must be retained on the student file.</p>
7.	Enter results into Student Record System and organise official publication of results.	Administrative 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