



### 1. SCOPE

This policy applies to ALATA VET students and all ALATA staff who deal with all matters concerning VET.

### 2. POLICY

This policy supports Standard for RTOs 2015 - Standard, Clause 3.5:

"The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- authenticated VET transcripts issued by the Registrar."

2.1 course credit is defined as follows: 'Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning.'

2.2 ALATA will grant course credit to students with suitable prior learning or experience. Course Credits can be gained by a student through RPL (see Recognition of Prior Learning Policy and Procedure) or through Credit Transfer.

2.3 ALATA will ensure that the Standards for RTOs 2015 and other quality assurance requirements are met. Credit transfer is recognition for study already completed, which counts towards further study.

2.4 Where ALATA grants course credit, ALATA will:

- a) have documented procedures for the granting and recording of course credit; and
- b) provide a record of the course credit to the student, which must be signed or otherwise accepted by the student, and place it on the student's file.
- c) Course credit may reduce the length of a student's course.
- d) Credit Transfers can be granted under any of the following circumstances:
  - a. Under the principles of National Recognition, a student is granted an automatic credit for any unit that they have successfully completed at any other Registered Training Organisation (RTO).
  - b. When the unit has exactly the same code and title, even if it is not from the same Training Package. When the unit has been reviewed and this has resulted in minor changes to the unit code or title eg. 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. When the unit has been transferred from another Training Package/curriculum and recoded, however the learning outcomes remain the same.

Credit Transfer Policy and Procedure	Issue Date: 01 January 2017	Review Date: 01 January 2019
Developed By: RTO Manager	Authorized By: CEO	Version: 1.0
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### 3. PROCEDURE

3.1 Applicants for Credit Transfer must complete the Credit Transfer Application Form, attach an original (or certified copy) of a verified Award or Statement of Attainment and submit the application to the Admissions Officer.

3.2 The Admissions Officer forward the application to the Training Coordinator to check the Award or Statement of Attainment and grant credit transfers for identical units that have been identified as being completed at another Registered Training Organisation.

3.3 The Training Coordinator will refer to its course structure and unit/subject offerings and determine whether course credit granted will affect the duration of the course for that student.

3.4 ALATA will recognise units of competency included on a record of results or a Statement of Attainment issued to the student, by another RTO towards, towards the qualification, if the units meet the packaging rules of the qualification delivered by the organisation.

3.5 Verified copies of Qualifications and Statements of Attainment or records of results used as the basis for granting Credit Transfer along with the Credit Transfer Application Form must be kept on the students file

3.6 Once authorised, the Credit Transfer Application Form must be signed by the student and the Training Coordinator and will act as a written record of the credit. This form will be placed in the students file, and recorded on the Student Management System.

3.7 After Credit Transfer is granted a student's course schedule must be reviewed and modified to ensure a full time load and details of this placed on the student's file. The Training Coordinator will inform the Admissions Officer regarding the outcome of the Credit Transfer Application.

3.8 If the Credit Transfer leads to a shortening of the student's course, the learner will be informed accordingly and the Admissions Officer will record the course credit in the student's file. If the application does not meet the required criteria as set down then Credit Transfer cannot be awarded for one or more units, the applicant will have the right to access the Complaints and Appeals Policy and Procedure.

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