



Credit Transfer Policy and Procedures

Version 2.0

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1. Purpose

This policy guarantees that Alpha Training and Recognition (the college) has a credit transfer mechanism in line with the requirements stated in clause 3.5 of RTO Standards 2015.

2. Scope

This policy applies to students and college staff such as the CEO, academic manager, enrolment and student support officer, and trainers/assessors. The roles and responsibilities of these person(s) are detailed in this policy.

3. Definition

Term	Definition
The College	Alpha Training and Recognition Pty Ltd
AQF	Australian Qualifications Framework
UoC	Unit of competency
VET	Vocational education and training
RTO standards 2015	Standards for Registered Training Organisations (RTOs) 2015

4. Policy

- The college shall ensure that for students seeking credit transfer the college shall recognise the equivalence in content and learning outcomes between different types of learning and/or qualifications previously undertaken and completed successfully by a student.
- The college accepts and provides credit to students for units of competency (UoCs) and/or modules (unless any licensing or regulatory requirements bar this) by relying on-
 - AQF certification documentation issued by any other registered training organisation or AQF authorised issuing organisation or
 - authenticated VET transcripts issued by the Registrar.
- The college acknowledges and accepts AQF certification documentation issued by other colleges, subject to its verification. Moreover, the college acknowledges and evaluates students' prior learning as follows-
 - The college grants course credits to students for the UoCs and/or modules, subject to licensing or regulatory requirements.
 - It is mandatory for the college to verify the satisfactory completion of UoCs mentioned in the AQF certification documentation issued.
- The college shall ensure that the decision made regarding granting of course credit aligns with the requirements of the relevant training products or courses.
 - The college shall provide written notification to students regarding the decision to grant course credit.
 - In case of any reduction in the training product or course duration after granting course credit, the college shall inform the students.

5. Procedure

5.1 Applying for a credit transfer

Students can apply for credit transfer using the following procedure:

- The students who wish to have credit transfer will be required to fill and submit the *Credit Transfer Application Form* in order to get course credit for the UoCs in which they have secured competency. Once filled up, the form will be submitted to the enrolment and student support officer.
- Students have the option to request credit transfer for UoCs prior to the commencement of training and assessment for the UoCs credit transfer is being sought.
- To support their *Credit Transfer Application Form*, students must submit certified documentary evidence, which includes AQF certification documentation issued by any other registered training organisation or AQF authorised issuing organisation (including relevant statements of attainments and academic transcripts) or authenticated VET transcripts issued by the Registrar.
- If the academic records, that is, the statements of attainment or transcripts, are in a language other than English, students must provide English translated version of those academic records.
- The discretion for granting the credit transfer lies with the enrolment and student support officer and any other college staff as may be appointed by the CEO. The enrolment and student support officer and the appointed college staff shall decide whether to grant credit transfer or not once verification of the *Credit Transfer Application Form* and the supporting documentary evidence provided is complete.
- The enrolment and student support officer shall keep a record of all credit transfer applications along with their outcomes and supporting documents relied upon for at least two (2) years from the date the student ceases to be enrolled in that course in the college.

5.2 Assessment of student's completed UoCs for credit transfer

- Upon receiving *Credit Transfer Application Form*, the enrolment and student support officer may select trainer(s) and assessor(s) to verify the supporting documents for the training products for which credit transfer is sought.
- The selected trainer(s) and assessor(s) will verify that students have submitted valid and genuine certificates, transcripts, and/or statements of attainment to support their credit transfer application.
- The selected trainer(s) and assessor(s) will also verify that the UoCs for which students are seeking credit transfer have not been superseded. If the content of the UoCs has significantly changed and has been superseded, credit transfer will not be granted for those specific UoCs.
- The selected trainer(s) and assessor(s) will compare the UoCs applied for with the information provided in the relevant training package, ensuring that the learning outcomes and requirements align.
- The enrolment and student support officer shall authenticate the information of documents (certificate, statement of attainment, transcript) as provided by the student by directly accessing the USI transcript online or by contacting the registered training organisation or registered education provider that issued the documents to confirm if they are valid.

- Once the assessment process is complete, the enrolment and student support officer shall discuss the outcome reached by the selected trainer(s) and assessor(s) and shall inform the student(s) about the decision in a written format including but not limited to email. The student shall be required to acknowledge and accept the written record of the grant of credit transfer.
- The enrolment and student support officer shall retain the written record of acceptance of credit transfer by the student for at least two (2) years after the student ceases to be an accepted student.
- If the grant of credit transfer or course credits reduces a student's course duration, the enrolment and student support officer shall inform the academic manager and the student of the reduced course duration.

5.3 Appeal process

- If credit transfer is denied to students, the enrolment and student support officer will provide a clear written explanation to the students regarding the reasons for the denial.
- Furthermore, the students will be informed about their option to initiate an appeal against the decision following the process outlined in the college's *Complaint and Appeal Policy and Procedure*.

6. Monitoring

The enrolment and student support officer shall collaborate with the academic manager to conduct an annual review of the credit transfer process. This review shall identify areas for improvement or updates in both the credit transfer process and this policy. In case any discrepancies are identified during the review, the enrolment and student support officer and academic manager will promptly notify the CEO.

7. Feedback

Every year at least once, the CEO shall receive feedback from the enrolment and student support officer, academic manager, trainers and assessors, and/or any other relevant college staff and students for improving the credit transfer process. Their suggestions shall be evaluated and utilised to ensure that the college remains compliant with clause 3.5 of RTO Standards 2015 at all times.

8. Continuous improvement

Every year at least once, the CEO will conduct a comprehensive review of this policy and the credit transfer process. The CEO will engage in discussions with relevant college staff to address the identified issues (if any) and seek appropriate resolutions. After thorough deliberation, the CEO will provide instructions to the enrolment and student support officer and/or academic manager to implement the necessary changes. The academic manager shall make available the updated version of this policy for the students and the college staff. The purpose of this review is to ensure the continued effectiveness, relevance, and compliance of this policy.

9. Version control

Approved by	CEO
Current Version	2.0
Previous Version	1.0