

Credit Transfer (CT) Policy and Procedures

POLICY

1. This policy supports Clause 3 of the *Standards for Registered Training Organisations (RTO's) 2015*. Complex Institute of Education (CIE) also complies with and supports the Australian Qualification Framework (AQF) Qualifications Pathway Policy.
2. Credit Transfer (CT) as per the definition of the AQF states- "Credit Transfer is a process that provides learners with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications". This is underpinned by the AQF definition of credit as follows. "Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing".
3. CIE accepts and provides CT to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:
 - a. AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
 - b. Authenticated VET transcripts issued by the Registrar
4. CT is recognition for study already completed, which counts towards further study.
5. CT's may reduce the length of a learners course duration.
6. CIE may grant Course Credit to students with approved prior learning. Course Credits can be gained by a student through Recognition of Prior Learning (RPL). (See the CIE Recognition of Prior Learning Policy and Procedure) or through CT.
7. Where CIE grants course credit, CIE will:
 - a. Have documented procedures for the granting and recording of course credit; and
 - b. Provide a record of the course credit to the learner, which must be signed or otherwise accepted by the learner, and place it on the learner's file.
8. This policy applies to all CIE's learners and staff.
9. CIE Compliance Department is responsible for the implementation of these policies and procedures and to ensure that staff are aware of its application and implement its requirements.
10. Fees relating to CT for Full Fee paying students can be located on the RPL/CT Price List 2016.
11. CT fees for *Skills First* eligible students are referred to the fee marked an * on the Victorian Price List 2017.

PROCEDURES

Requirements

1. The method section below defines the procedure used for dealing with applications for CT.
2. The AQF certification documentation issued by any other RTO or AQF authorised issuing organisation or authenticated VET transcripts issued by the Registrar must be recognised.
3. Recognition means that learners will be granted exemptions in a course as a consequence of having completed the equivalent unit(s) with another Registered Training Organisation.
4. CT information must be included in information given to students prior to or at enrolment via the Pre Training Review.
5. All relevant CIE staff must be provided with information about the CT application process and assist learners in completing applications.
6. CT is different from Recognition of Prior Learning (RPL).

Definitions

1. CT –applies to situations where learner's have completed units that are recognised nationally; identical to those they are currently enrolled in, at another Registered Training Organisation.
2. Variations in the version number of units reflect minor changes not related to outcomes and are therefore accepted for CT.

Method

1. Applicants for CT must complete a Credit Transfer Form and pay the prescribed fee at any of our CIE offices. This will need to be completed before any CT assessment takes place. The Enrolment Officer will then record the enrolment on the Student Management System VETtrak.
2. The Credit Transfer Form is available from the Enrolment Officer. Students must also provide information regarding their CT on the Pre Training Review.
3. A qualified Trainer/ Assessor must check the Award or Statement of Attainment and grant credit transfers for equivalent units that are recognised nationally that have been identified as being completed at another Registered Training Organisation. Photocopies will then be made and the words "original sighted" then written on the photocopies.
4. Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer must be placed in the learner file.
5. The completed CT Form must be signed by the learner and the Enrolment Officer.
6. Granting of CT must be recorded as a unit outcome in the learners file.
7. After CT is granted a learner's training schedule must be reviewed and any reductions in the scheduled participation and the reasons for the reduction recorded on the learners Training Plan and placed in the learners file and recorded on VETtrak.

