

## Credit Transfer Policy and Procedure

### 1. Policy

This policy ensures that Australian Institute of Engineering will recognise the AQF Qualifications and Statement of Attainments issued by any other Registered Training Organisation.

The underlying principle of Nationally Recognised Training is that a student does not have to repeat training and assessment that has already been undertaken.

The RTO will ensure the following definition of Credit Transfer is implemented:

**Credit Transfer:** Credit transfer assesses the initial course or subject that an individual is using to claim access to, or the award of credit in, a destination course. The assessment determines the extent to which the client's initial course or subject is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning that is outside the AQF.

As per ASQA's directive: Credit transfer can be applied for a superseded equivalent unit (without mapping unit outcomes). Although not required, providers may take a best practice approach and conduct mapping analysis, especially for those units that have been superseded twice or more despite still being deemed equivalent, to assure themselves the assessment of competence is still relevant.

### 2. Procedure

#### 2.1 General information for individuals

All prospective and enrolling individuals must be informed in either print or electronic form of the opportunity to apply for Credit Transfer. Students are informed of credit transfer process in the Student Information Handbook, and are asked to identify if they would like to apply for a Credit Transfer in the Enrolment Form. Individuals can apply for Credit Transfer at any time.

#### 2.2 Student request for Credit Transfer

- If a student wishes to apply for Credit Transfer they must complete the 'Credit Transfer Application Form' (Appendix A) and include appropriate evidence to support the Credit Transfer application.
- The 'Credit Transfer Application Form' will specify the Units of Competency that the student is applying for Credit Transfer.
- The student is required to submit this application with associated evidence to Student Administration.

#### 2.3 Assessment process

The assessment of all Credit Transfer Applications will be undertaken by the Student Administration Department. Any Credit Transfer applications received shall be passed to the Student Administration Department for assessment.

All Credit Transfer applications must be supported by the appropriate evidence. This may be in the form of Nationally Recognised Qualification / Statement of Attainment/ USI Transcript indicating exactly the same code and title as those included in the student application, or the code and title of a superseded equivalent unit.

Where appropriate evidence is provided with the Credit Transfer application the Student Administration Department must grant the Credit Transfer. The Student Administration Department must complete the appropriate sections of the Credit Transfer Application form to identify if the application has been granted or not.

Where Credit Transfer is 'Granted' this information will be communicated in writing to the applicant within 10 business days of completion of the assessment, and the Qualification / Statement of Attainment will then be issued or the training program adjusted accordingly.

Where Credit Transfer is 'Not Granted' students will be notified in writing of the outcome within 10 business days of completion of the assessment. The written communication to the student is to including a reason for refusal (where applicable).

In all cases, a copy of the Credit Transfer documentation and verified copies of the relevant Qualification/ Statement of Attainment/ USI Transcript and outcome will be kept in the student's file.

### **Further steps for International Students:**

Where a Credit Transfer application is granted to an International student following must occur:

- Student Administration Department must identify the reduction in study time required based on the units that Credit Transfer have been granted
- Student Administration Department must adjust the student's CoE to reflect any reduction in the period of study the student is enrolled. This reduction must be reported via PRISMS within 14 days.
- The RTO needs to provide the student a 'Credit Transfer Letter'. The students must sign this letter to indicate agreement with the outcomes of Credit Transfer or Recognition of Prior Learning applications and a copy is to be kept on the students file.