



## Policy & Procedure

### CREDIT TRANSFER POLICY & PROCEDURE

Policy number:	5	Version:	3
Responsible Person:	CEO	Reviewed by:	CEO
NRCHI Area:	Operational / RTO	Review Date:	9/5/2022
Approved and adopted by:	Board of Governance	Next Review Date:	May 2025

#### Scope

This policy is for all staff who are authorised to enrol a student in a VET course, mark student results in VETtrak, or upload AVETMISS data.

This policy also applies to course applicants and students of North Ringwood Community House Inc (NRCHI) whether the student is receiving government funded training or paying a fee for the training service.

#### Objective

NRCHI is committed to operating in accordance with the practices defined by the Australian Qualifications Framework (AQF) relating to the recognition of Qualifications and Statements of Attainments awarded by other Registered Training Organisations (RTOs).

The objective of this policy is to ensure that the NRCHI course applicants or current students are aware, and able to have recognised by NRCHI, any relevant AQF qualifications or Statements of Attainment already held, issued by any RTO including NRCHI.

#### Policy

NRCHI will recognise AQF qualifications and Statements of Attainment issued by any other RTO where a student requests a Credit Transfer or Recognition of Prior Learning towards nationally recognised units of competency offered by NRCHI. The student will be required to submit copies of any certification issued by another RTO, including copies of original certificates issued and statements of attainments. All certificates and statements of attainment will be verified by the Student Records Officer using the student's USI or by contacting the issuing RTO for verification.

NRCHI reserves the right to verify all information submitted requiring recognition. If there has been a name change, e.g. marriage, then legal evidence of name change is also required.

#### Procedure

A student applying for Credit Transfer for a nationally recognised qualification or unit of competency, or an accredited course or accredited unit of competency, based on certificate/statement of attainment issued by another Registered Training Organisations must complete a Recognition of Australian Quality Framework Qualifications (Credit Transfer) Application Form and submit the following as evidence:

- Certificate issued by the Registered Training Organisation which carries the logo and provider number of the Registered Training Organisation
- The certificate must have the Nationally Recognised Training (NRT) logo for any nationally recognised course
- The certificate must identify units of competency or the National Course Code



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- The certificate must have an authorised signatory of the Registered Training Organisation
- The certificate must have the completion date of the course
- In the case that the student has not yet received the course certificate but has completed units of competency, evidence in the form of Statement of Attainment must be submitted.

NRCHI staff will discuss with potential students at the pre-enrolment interview the possibility of National Recognition or Credit Transfer if they have relevant qualifications from previous enrolments with any other RTO and/or NRCH.

A prospective student or current student applying for Credit Transfer for an accredited course based on certificate/statement of attainment issued by another Registered Training Organisations must complete a Recognition of Australian Quality Framework Qualifications (Credit Transfer) Application Form.

Prospective /students will be asked to present their original evidence for verification by a NRCHI staff member. All certificates and statements of attainment will be verified by the Student Records Officer using the student's USI or by contacting the issuing RTO for verification.

Any staff member assessing an application for Credit Transfer must hold, at a minimum, TAE40116 Certificate IV in Training and Assessment or its successor.

Once National Recognition has been granted the Student Records Officer will enter the result of Credit Transfer into student's record in VETtrak and the application form and associated evidence will be filed in the student's file.

## Definitions

Australian Qualifications Framework (AQF) - The AQF is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.

AVETMISS - The Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) provides a national framework for the consistent collection and dissemination of Vocational Education and Training (VET) information throughout Australia by the National Centre for Vocational Education Research (NCVER).

NRT Logo - Nationally Recognised Training logo - refer to NRT logo specifications for use of logo.

National Recognition - Recognition by a Registered Training Organisation (RTO) of the AQF qualifications and statements of attainment issued by all other RTOs, thereby enabling national recognition of the qualifications and statements of attainment issued to any person.

Credit Transfer - Credit transfer assesses the initial course or unit 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 (potential) student'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 outside the AQF.

Qualification - A Qualification is a formal certification issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies relevant to identified individual, professional, industry or community needs.



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Statement of Attainment - Statements of Attainment will be issued to students who have completed accredited units/modules or skills sets within AQF qualifications or a short course accredited by a course accrediting body, which does not meet the requirements of a full AQF qualification.

Unique Student Identifier (USI) - A USI is a reference number made up of numbers and letters. It creates a secure online record of a student's nationally recognised training. The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual's nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together.

VETtrak - Vocational Education and Training Student Management System (SMS). Computer application used to record, manage, report and store student data.

### Related Documents

Recognition of Australian Quality Framework Qualifications (Credit Transfer) Application Form  
 Assessment Policy  
 Issuing Qualifications and Statements of Attainment Policy  
 Prospective Student Information  
 Recognition of Prior Learning Policy  
 Student Enrolment Policy  
 Student Enrolment Checklist  
 Student Handbook

### Document Locations

Website  
 Electronic file folders accessible by NRCH Administration staff  
 Policy and Procedure Manual

### Related Legislation

Australian Quality Standards Framework (AQTF) 2010  
 Victorian Registration and Qualifications Authority (VRQA) Guidelines for VET Providers (2018)

### Area of Compliance

AQTF Condition 7, Standard 2.5  
 Skills First Quality Charter  
 DE&T VET Funding Contract Skills First Program Clause 4.1, 4.2 Schedule 1 4

Date reviewed	Version	Details of changes (if any)	Date of next review
September 2018	1	Splitting of existing RPL, PCC and CT Policy to remove ambiguity and to clearly state that Credit Transfer is an administrative process whereas RPL and RCC are assessment processes.	September 2021
March 2021	2	Verification of certificates and statements of attainment to be done by NRCHI staff through the student's USI or by contacting the issuing RTO directly	March 2024