

Credit Transfer

POLICY & PROCEDURE

Division

LMIT- QMS - PPM

Policy & Procedure number

007-V1

Updated

14/8/2015

Implemented

21/8/2015

Reviewed by

Melanie MacDonald
Chief Executive Officer

1. Purpose

The purpose of this policy is to support Standard 3

2. Scope

This policy applies to all LMIT team members.

3. Policy

This policy ensures that LMIT 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.

4. Policy validity statement

If this document has passed its review date (as shown above), it may be invalid. Please ensure you're referring to the most current version before relying on its contents.

5. Procedure

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 Handbook, and are asked to identify if they would like to apply for a Credit Transfer in the Enrolment Information. Individuals can apply for Credit Transfer at any time.

Student request for Credit Transfer

- If a student wishes to apply for Credit Transfer they must complete the 'Application for prior learning form' and include appropriate evidence to support the Credit Transfer application.
- The Application for prior learning 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 Administration.

Assessment process

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

All Credit Transfer applications must be supported by the appropriate evidence. This may be in the form of Nationally Recognised Qualification or Statement of Attainment indicating exactly the same code and title as those included in the student application, or other documents of equivalence that are outside the AQF.

Where appropriate evidence is provided with the Credit Transfer application the Training Coordinators must grant the Credit Transfer.

Where Credit Transfer is 'Granted' this information will be communicated in writing to the applicant within 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 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 and outcome will be kept in the student's file.

6. References

National Vocational Education and Training Regulator Act 2011

7. Related Topics

Complaints and Appeals Policy

8. Associated Documentation

Pre enrolment Form

RPL Pre assessment Form

Application Demonstration Tool

LMIT Website

Course Marketing Materials

Terms and Conditions

Application for prior learning form

9. Internal Controls

Any Changes required are authorised by the Training and Quality Manager

Document History

Amended	Amended By	Division	Details
14/8/2015	Bonnie Scobie	TQM	Updated to reflect Standards 2015