## Credit Transfer

### POLICY & PROCEDURE

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<tr>
<th>Division</th>
<th>Policy &amp; Procedure number</th>
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<tr>
<td>LMIT- QMS - PPM</td>
<td>007-V1</td>
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<tr>
<td>14/8/2015</td>
<td>21/8/2015</td>
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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 indentify 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
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<td>14/8/2015</td>
<td>Bonnie Scobie</td>
<td>TQM</td>
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