

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.

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 CEO. Any Credit Transfer applications received by Student Administration shall be passed to the CEO for 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 CEO must grant the Credit Transfer. The CEO 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 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 must identify the reduction in study time required based on the units that Credit Transfer have been granted
- Student Administration 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.
- The RTO needs to provide the student a 'Confirming Outcome of Credit Application letter' (Appendix B). 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.

Appendix A

Credit Transfer Application Form

Credit Transfer

If you have any prior Nationally Recognised Certificates or Statements of Attainment completed within Australia, they may be eligible for Credit Transfer. You must be able to present an original certificate with competencies containing nationally recognised titles and codes. If any of these unit title and codes identically matches the units that you are enrolled, you will be granted a Credit Transfer for that particular unit.

Student Name: _____

Student Number: _____

Course Enrolled: _____

Date of application: _____

In the table below, list the units that you wish to apply for a Credit Transfer.

Unit Code	Unit Title	Evidence Supplied	CT Granted (RTO to complete)

Student Declaration

Original copies of all Certificates / Statements of Attainment have been provided to Australian Institute of Engineering to copy for the purposes of this Credit Transfer application and are original documents obtained through *accredited training* pathways.

Student name: _____

Signature: _____ Date: _____

CEO to complete:

- Original Certificates / Statements of Attainment(s) have been sighted?
Yes No
- Copies of all Certificates / Statements of Attainment(s) are attached to this application?
Yes No
- 'CT Granted' column above is completed?
Yes No
- Where CT is not granted a written explanation has been provided.
Yes No N/A

The above application has been reviewed and outcomes indicated. All original Certificates/ Statements of Attainments have been sighted and are attached to this application.

CEO name: _____

Signature: _____

Date : _____

Appendix B (For International Students only)

Confirming Outcome of Credit Application

Date: (insert date)

Student Name: (insert details)

Student Number: (insert details)

Student Address: (insert details)

Dear Student,

This letter is to confirm the outcome of your recent course credit application. The RTO received your application for:

- Recognition of prior Learning
- Credit Transfer

Your application was received and has been assessed by the CEO using the evidence you supplied and the decision has been made:

(Delete the relevant section below)

- Your application for Course Credit has been **unsuccessful**
The reasons that your application was unsuccessful are:

- Your application has been **successful** and you have been granted credit in the following unit(s):

-
-
-

Your enrolment has been varied to reflect the reduction in time required to complete your enrolment. You are required to contact Student Administration to confirm your enrolment details.

You are required to confirm your notification of this decision and return the attached copy of this letter within 7 days.

If you are unsatisfied with the outcome and explanation you are able to contact Student Administration for further clarification. You are also able to contact Student Administration to access the 'Complaints & Appeals Policy and Procedure' which outlines further action that you may be able to take if you remain unsatisfied with the outcome.

Yours Sincerely,

CEO

Please sign the following Declaration and return to Student Administration:

By signing this declaration the student acknowledges they have submitted an application for Course Credit (Credit Transfer / Recognition of Prior Learning) and the Registered Training Organisation (RTO) has assessed this application within the guidelines of Credit Transfer or Recognition of Prior Learning.

I _____ (Insert Student Name) agree that the following has occurred:

- I have placed an application for course credit (Credit Transfer / Recognition of prior learning)
- I have been informed of the outcome of this application including any effect that it has on my enrolment duration)
- I have received notification that I can access the complaints and appeals policy and procedure if I am unsatisfied with this decision

Student Name

Student Signature

Date