

# Credit Transfer Policy – CPL034

## Purpose

Shafston International College (Shafston) has established and implemented this policy to support the Australian Skills Quality Authority (ASQA) Standards for Registered Training Organisations (RTO) 2015.

This policy ensures students can access credit transfer assessment pathways that can be used for the award of credit in a training program or qualification, leading to the partial or full completion of the requirements for that training program or qualification.

## Policy statement

Shafston is committed to providing all students and potential students with a fair and accessible process for their assessment pathways, including credit transfer. Under the Standards for Registered Training Organisations, qualification transcripts and statements of attainment issued by any RTO are to be accepted and recognised by all other RTO's.

National recognition allows the unit of competency previously achieved by a student to be recognised when they are enrolling in a related course, where those units can assist them in meeting the requirements for a qualification. It is important to note that national recognition is not recognition of prior learning (RPL). RPL is assessment and is addressed within the Recognition policy.

## Credit transfer

Credit Transfer seeks to match the learning outcomes of previous completed training programs and qualifications that are recognised within the Australian Qualifications Framework (AQF) for which students are seeking recognition. Trainers and/or Assessors will then assess these learning outcomes that were previously achieved by the student's formal education and training process.

## Evidence Requirements

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Students applying for credit transfer must complete a Credit Transfer Application Form during the enrolment process. Students are required to present his or her statement of attainment or qualification transcript (including a USI Transcript) for examination by a Shafston Trainer and/or Assessor. This evidence will provide the detail of what units of competency are eligible to be issued with a credit transfer outcome.

Students must provide satisfactory evidence that the statement of attainment or qualification transcript is theirs and has been issued by an Australian RTO. Statements of attainment or qualifications transcripts should be in the correct format as outlined in the Australian Qualifications Framework, 2nd edition, 2013. The student is required to submit copies only which are certified as a true copy of the original by a Justice of the Peace (or equivalent) this is not required for USI viewable transcripts.

### When unit codes and unit titles are different

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If national recognition is being sought for a unit of competency which has a different title or code, then it is necessary to establish the equivalence status between the unit held and the unit being sought. In many cases this information can be found in the mapping guide published on the National Training Register [www.training.gov.au](http://www.training.gov.au). Trainers and/or Assessors will obtain this information and validate claims of equivalence. Trainers and/or Assessors staff should note that the mapping notes within the National Training Register are sometimes very clear and in general will use language such as “Not equivalent” or “Is superseded by and is equivalent to”.

In some cases, there will appear to be no direction, and this may be because the unit is new and has no previous version of the unit. In some cases, it will say words to the effect: “Is superseded by:” without any clarification about the equivalence status. In these cases, the new unit should be considered as not equivalent. If in doubt, Trainers and/or Assessors are to seek the advice of the Education Manager. If there is no such mapping available of the unit, it is deemed not equivalent then we are not to recognise the unit through national recognition. In these circumstances, the student should be referred to apply for RPL in accordance with our Recognition policies and procedures. Under no circumstances is a comparison between units to be used as the basis for issuing national recognition.



## National Recognition Guidelines

The following guidelines are to be followed when an application for credit transfer is received:

- Any student is entitled to apply for national recognition in a course or qualification in which they are currently enrolled.
- Students may not apply for national recognition for units of competency or qualification which are not included in our scope of registration.
- Whilst students may apply for national recognition at any time, they are encouraged to apply before commencing a training program or qualification. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- The student does not incur any fees for national recognition, and we do not receive any funding when national recognition is granted.
- National recognition may only be awarded for whole units of competency. Where a mapping guide identifies a partial credit, this will not be considered for national recognition and the applicant will be advised to seek recognition.
- National recognition will only be issued when the student's enrolment includes at least one other unit of competency for which the student is participating in training or is seeking recognition. Students may not enrol only for national recognition.
- The recognition of a unit of competency under a national recognition arrangement is not contingent on the applicant demonstrating their currency. If the unit has been previously awarded and equivalence can be demonstrated, then the unit can be recognised. The currency of the applicant is not a factor to be considered.



## Credit Transfer Procedure

1. Shafston will provide sufficient information to students and potential students to inform them of opportunities for alternative pathways via RPL and Credit Transfer pathways. Ideally, this information should be provided to candidates prior to enrolment.
2. To apply for credit transfer, the applicant must complete and submit the following documentation to Shafston:
  - Credit Transfer Application Form.
  - Certified copy of the qualification certificate with statement of attainment; OR
  - Original copy of the qualification certificate with statement of attainment OR
  - Official USI viewable transcript with the required units listed within the document.
  - Release of Personal Information form granting Shafston permission to verify the qualification (Not required for USI transcripts)
3. On receipt of the application, Shafston staff will check the qualification certificate or statement of attainment for authenticity and grant credit transfer for the equivalent units of competency that have been completed at any other Registered Training Organisation recognised within the Australian Qualifications Framework (AQF).
4. Where the units of competency do not align with the units of competency requested, further information is to be sought in the form of the Training Package mapping guide if available and alternative assessment methods through Recognition of Prior Learning (RPL) is to be offered.
5. Verified copies of qualification certificate and statements of attainment (including USI transcript) must be used as the basis for granting credit transfer must be kept on the student record.
6. The completed Credit Transfer Application Form must be signed by the student and Shafston staff and retained on the student's record.
7. Shafston trainers and assessors are to assess and determine the eligibility of the application for credit transfer in accordance with the Australian Qualifications Framework (AQF) and Training Package requirements.
8. Students will be issued a Credit Transfer Feedback Form with the outcome of their application from Shafston Student Services Team. Shafston Student Services Team are to update the students training plan and record the result outcome in the Student Management System (SMS).



Where the previously attained qualification certificate or statement of attainment is not eligible and does not meet the AQF or the National VET Register, unit of competency standards students will be directed to either apply for Recognition of Prior Learning (RPL) or will be required to undertake the whole unit via training and assessment pathways.

## Version History

Date	Summary of Modifications Made	Version
16/02/2023	Version 1 finalised.	1.0

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