



POL019 Credit Transfer Policy

Purpose

This policy and procedure sets out Shafston's expectations and requirements under the Standards for Registered Training Organisations (RTOs) 2015 to ensure that students have access to a credit transfer pathway. Credit transfers can be used to award credit in a training program or qualification, leading to the partial or full completion of the requirements for that training program or qualification.

The purpose of this policy is to provide a:

- process and framework for the provision of Credit Transfers
- service which is consistent with the AQF
- fair and equitable means of recognising a student's education
- process to ensure academic integrity and standards are safeguarded.

Scope

This policy and procedure will apply to the following stakeholders:

- VET Coordinator
- Compliance Officer
- Academic Manager
- Trainer and Assessor
- Student

Legislative Context

Standards for Registered Training Organisations (RTOs) 2015

- Clause 3.5
- Schedule 5

Australian Qualifications Framework (AQF)

Policy Statement

Credit transfer refers to the process whereby a student is granted recognition for a unit of competency or qualification they have already achieved. This recognition allows them to be exempt from having to undertake that particular unit or qualification a second time. Credit transfer acknowledges the equivalence in content and learning outcomes between the unit or qualification the student has previously completed and the one they are seeking credit for.

Clause 3.5 under the Standards for Registered Training Organisations (RTOs) and the Australian Qualifications Framework (AQF) pertains to credit transfer. This clause outlines the requirements and principles for granting credit transfers within the Australian vocational education and training (VET) sector. It mandates that RTOs must have policies and procedures in place to recognise and provide credit for the outcomes of a unit or qualification that a student has already achieved, regardless of where or when it was undertaken.

Evidence Requirements

Students applying for credit transfer must complete a Credit Transfer Application Form during the enrolment process. Students may not apply for national recognition for units of



competency or qualification which are not included in Shafston's scope of registration. 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 detail of units of competency that may result in credit transfer.

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. 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 a USI transcript.

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. Trainers and/or Assessors will obtain this information and validate claims of equivalence. If in doubt, trainers/assessors are to seek the advice of the Academic Manager.

In the event that no credit transfer can be granted, students should be referred to the RPL process as outlined in the Recognition of Prior Learning (RPL) Policy and should complete a RPL Request Form. Under no circumstances is a comparison between units to be used as the basis for issuing national recognition.

Supporting Documents

Credit Transfer Application Form
Credit Transfer Feedback Form
POL013 Validation and Moderation Policy (VET)
POL012 Complaints and Appeals Policy
Complaints and Appeals Form
POL018 Recognition of Prior Learning (RPL) form
RPL Request Form
FRM009 Validation Form
FRM010 Validation Mapping Document

Actions

The following action list has been developed to ensure that Shafston meets intent of this policy, the required outcomes, and its compliance obligations. The action itself, relevant staff members, and a breakdown of steps have been included for clarity and specificity.

Staff are expected to adhere to these actions as directed by the Academic Manager or delegate.

#	Action	Responsible	Steps
1	Request for Credit Transfer	Student Trainer/Assessor Compliance officer	<ol style="list-style-type: none">1. The student will be informed of the RPL and Credit Transfer process at enrolment and have the opportunity to apply.2. If the student wishes to pursue Credit Transfer, they will need to provide some of the following documentation:<ol style="list-style-type: none">i. Credit Transfer Application Form.ii. Certified copy of the qualification certificate with statement of attainment;iii. Original copy of the qualification certificate with statement of attainment



			<ul style="list-style-type: none">iv. Official USI viewable transcript with the required units listed within the document.v. Release of Personal Information form granting Shafston permission to verify the qualification (Not required for USI transcripts).
2	Credit Transfer Assessment	Trainer/Assessor Compliance officer	<ul style="list-style-type: none">1. 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.2. 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.3. 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.
3	Credit Transfer Decision	Trainer/Assessor Compliance officer	<ul style="list-style-type: none">1. Shafston trainers and assessors are to assess and determine the eligibility of the application for credit transfer.2. Students will be issued a Credit Transfer Feedback Form with the outcome of their application. Shafston Student Services Team are to update the students training plan and record the result outcome in the Student Management System (SMS).3. Where the previously attained qualification certificate or statement of attainment is not eligible, students will be directed to either apply for Recognition of Prior Learning (RPL) or will be required to undertake studies via the training and assessment pathways.4. If the student is unhappy with the outcome of this process, they may pursue the internal appeals process.

Implementation

The Academic Manager and delegated compliance officer are jointly responsible for the implementation of this policy through publication on the Work Platform (Sharepoint) and the conducting of training for relevant stakeholders.

Version History

Date	Summary of Modifications Made	Version
16/02/2024	Version 1 finalised	1.0
19/03/2024	Version 2 finalised (wording and structural changes)	2.0

Date of next review

Date	Type	Responsible
30/06/24	Annual	Academic Manager