

Credit Transfer Policy and Procedures

Policy

1. This policy supports the following:
 - Standard 1.7 of the National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 (“Outcome Standards”); and
 - Standards 2.3, 2.4 and 2.5 of the ESOS National Code 2018.
2. The College ensures that VET students who have completed an equivalent training product are supported to obtain a credit transfer.
3. The College ensures that:
 - a. VET students are offered opportunities to seek credit transfer and are made aware of the college’s policies for seeking credit transfer;
 - b. decisions relating to credit transfer are based on evidence of prior completion of an equivalent training product demonstrated by AQF certification documentation or an authenticated VET transcript (unless prevented by licensing or regulatory requirements of the training product); and
 - c. decisions relating to credit transfer are documented and decided in a way that is fair, transparent, consistent amongst VET students, and maintains the integrity of the training product.
4. The College ensures that the qualifications and Statements of Attainment issued by any other Registered Training Organisation are recognised and the requirements of the ESOS National Code 2018 Standards are met.
5. The College has and implement this Credit Transfer Policy and Procedures, together with the Recognition of Prior Learning (RPL) Policy and Procedures, for assessing and recording recognition of prior learning (RPL), and granting and recording course credit, if it intends to assess RPL or grant course credit. The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.
6. If the College grants RPL or course credit to an overseas student, the College must give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.
7. If the College grants the overseas student RPL or course credit that reduces the overseas student’s course length, the College must:
 - a. inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course
 - b. report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student’s visa is granted.
8. Course credit may reduce the length of a student’s course. For international students, if this occurs before visa grant, the College will indicate the actual course duration in the confirmation of enrolment issued for that student for that course. If the course credit is granted after visa grant, the change in course duration is reported via Provider Registration and International Student Management System (PRISMS).
9. Credit Transfer as per the definition of the Australian Qualifications Framework - Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. This is underpinned by the AQF definition of credit as follows: Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different

types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing

10. Credit transfer is recognition for study already completed, which counts towards further study.
11. The credit transfer application form is available on the following link
<https://www.melbournecitycollege.edu.au/useful-form>
12. This policy applies to the College's students and staff.
13. The CEO is responsible for the implementation of the policy and procedures and to ensure that staff are aware of its application and implement its requirements.

Procedures

Offering Credit Transfer to Students

- Students are offered opportunities to seek recognition of prior learning via an application form for students where there is a section for students to provide a response whether they intend to apply for an RPL and information how to do it.

Informing Students about the Credit Transfer Policy and Procedure

- Students are made aware of the Credit Transfer Policy and Procedure by:
 - including information in marketing materials to check the college's policies and procedures including the Credit Transfer Policy and Procedure on the College's website;
 - including information in a relevant letter of offer and written agreement to check the college's policies and procedures including the Credit Transfer Policy and Procedure on the College's website; and
 - publishing the Credit Transfer Policy and Procedure on the College's website.

Requirements

1. The method section below defines the procedure used for dealing with applications for Credit Transfer.
2. The AQF certification documentation issued by any other RTO or AQF authorised issuing organisation or authenticated VET transcripts issued by the Registrar must be recognised.
3. Recognition means that students will be granted exemptions or advanced standing in a course as a consequence of having completed the same unit(s) with another Registered Training Organisation.
4. Credit Transfer information must be included in information given to students prior to enrolment.
5. All relevant staff must be provided with information about the Credit Transfer application process and assist students in completing applications.
6. Credit Transfer is different from Recognition of Prior Learning.

Definitions

1. Credit Transfer –applies to situations where students have completed units that are recognised nationally; identical to those they are currently enrolled in, at another Registered Training Organisation.
2. Variations in the version number of units reflect minor changes not related to outcomes and are therefore accepted for credit transfer.

Method

1. Applicants for Credit Transfer must complete the student credit transfer application form, attach a copy of a certified Award/Transcript or Statement of Attainment and submit the application to the Student Services Team via the college's App or email. This form is available on the website www.melbournecitycollege.edu.au/useful-form.
2. The Student Services team must verify the Award or Statement of Attainment provided by students to support their credit transfer applications. Verifications may be done by checking QR codes, checking USI Transcripts via students' USI accounts or verifying with the RTOs that have issued students' qualifications and records of results or VET statements of attainment. Evidence of verification and the students' Credit Transfer Applications and supporting documents are to be provided to the Director of Studies. The Director of Studies will make a decision whether to grant the credit transfer applications. The Director of Studies will grant credit transfers for identical units that are recognised nationally that have been identified as being completed at another Registered Training Organisation.
3. The Credit Transfer application will be processed within 10 working days. The student will be notified of the application result via email by the Director of Studies. If the Director of Studies grants RPL or course credit to an overseas student, the Director of Studies will give a written record of the decision to the overseas student to accept via email. The written record of acceptance will be retained for two years after the overseas student ceases to be an accepted student.
4. Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer and the credit transfer application outcome email must be placed in the student files in the Student Management System (Wisenet). This is done by the Student Services Team.
5. The Director of Studies will also inform the Enrolment Officer and Student Support Team regarding the outcome of the Credit Transfer Application by copying the outcome email to them.
6. Granting of Credit Transfer must be recorded as a unit outcome in the student's enrolment in the Student Management System (Wisenet).
7. After Credit Transfer is granted a student's course schedule must be reviewed and any reductions in the scheduled participation and the reasons for the reduction recorded on the student's Individual Training Plan and placed in the student's file and recorded on the Student Management System (Wisenet).
8. For international students, a full-time load for the student should be maintained by adjusting a student's course schedule and duration for completion of the course.
9. For international students, if the Credit Transfer leads to a shortening of the student's course:
 - a. if the course credit is granted before the student visa grant, the Enrolment Officer will indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
 - b. if the course credit is granted will affect the duration of the course, the Enrolment Officer will record a change of course duration on PRISMS. This will result in the creation of a new CoE (with revised end date) and the cancellation of the original CoE.
 - c. if the course credit granted will not affect the duration of the course, the Enrolment Officer will record the course credit in the student's file but does not need to take any other action.
 - d. if the course credit granted will affect the duration of the course, the Enrolment Officer will record a change of course duration on PRISMS. To do this, the Enrolment Officer uses the Student Course Variation function, and indicates that the student has requested a change to the existing enrolment. This process will result in the creation of a new CoE (with the revised end date) and the cancellation of the original CoE.

10. There will be no reduction in student tuition fees for subject exemption as a result of credit transfer for international students.