

# Credit Transfer Policy and Procedures

## Policy

1. This policy supports the Standards for Registered Training Organisations (RTOs) 2015 – Standard 3 and Standard 12 of the ESOS National Code 2007.
2. 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 2007 Standards are met.
3. The College appropriately recognises course credit within the ESOS framework.
4. For the purposes of the National Code 2007, course credit is defined as follows:  
'Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning.'
5. The College will grant course credit to students with suitable prior learning or experience. Course Credits can be gained by a student through RPL (see Recognition of Prior Learning Policy and Procedure) or through Credit Transfer.
6. Where the College grants course credit, the College will:
  - a. have documented procedures for the granting and recording of course credit; and
  - b. provide a record of the course credit to the student, which must be signed or otherwise accepted by the student, and place it on the student's file.
7. 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) under section 19 of the Education Services for Overseas Students (ESOS) Act.
8. 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
9. Credit transfer is recognition for study already completed, which counts towards further study.

10. The College accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:
  - a. AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
  - b. authenticated VET transcripts issued by the Registrar
11. The credit transfer application form is available on the following link  
<https://www.melbournecitycollege.edu.au>
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

### 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 Director of Studies. This form is available on the website  
<https://www.melbournecitycollege.edu.au>

2. The Director of Studies must check the Award or Statement of Attainment and 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 by the Director of Studies.
4. Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer must be placed in the student files.
5. The completed Credit Transfer application form must be signed by the student and the Director of Studies.
6. The Director of Studies will inform the Enrolment Officer regarding the outcome of the Credit Transfer Application.
7. Granting of Credit Transfer must be recorded as a unit outcome in the student's file
8. 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 students Individual Training Plan and placed in the student's file and recorded on the Student Management System (Wisenet).
9. 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.
10. 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. The Enrolment Officer then chooses 'transfer student into same course' and then changes the end date of the course. This process will result in the creation of a new CoE (with the revised end date) and the cancellation of the original CoE.
11. There will be no reduction in student tuition fees for subject exemption as a result of credit transfers for international students.