

1.0 Policy

The purpose of this policy and procedure is to ensure that Ultimate Institute of Australia accepts and provides credit to learners for units of competency and/or modules where these are evidenced by an AQF certifications document issued by another RTO or AQF authorised issuing organisation, or an authenticated VET transcript issued by the Registrar.

2.0 Related Standard

Standard 3: Clause 3.5

Standard 12 (National Code 2007)

3.0 Responsibility

The CEO and Training Manager are responsible for the implementation of this policy and procedure and to ensure that staff are aware of its application and implement its requirements.

4.0 Requirements

1. Qualifications and Statements of Attainment issued by any other Registered Training Organisation must be recognised in Credit Transfer and Recognition of Prior Learning applications.
2. National Recognition means that:
 - students will be granted Credit Transfer in a course as a consequence of having completed the same unit(s) at another Registered Training Organisation, or
 - students who have completed units which are not identical with units being currently applied for will have these units considered as part of an assessment for Recognition of Prior Learning
3. National Recognition, Credit Transfer and Recognition of Prior Learning information must be included in information provided to students prior to enrolment
4. All staff must be provided with information about the National Recognition application process and assist students in completing applications
5. Learners must not be required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this. Where a learner provides suitable evidence they have successfully completed a unit or module at another RTO, Ultimate Institute of Australia must provide credit for that unit or module
6. Credit must be granted not only for studies completed at another RTO, but at any authorised issuing organisation, such as a university. In such cases, an analysis as to the equivalence of the study completed with the relevant unit/s or module/s would need to be completed before any credit could be granted

7. Before providing credit on the basis of a qualification, statement of attainment or record of results, the authenticity of the information in the document must be verified either by sighting the original or a certified copy or by contacting the issuing organisation
8. Ultimate Institute of Australia is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs
9. In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process
10. Note that providing credit for previous studies is not a recognition of prior learning (RPL) process. RPL is a form of assessment of the competence of a person, while providing credit is recognising the equivalence of studies previously undertaken and completed successfully

5.0 Definitions

National Recognition is recognition by a registered training organisation of the AQF qualifications and statements of attainment issued by all other registered training organisations, thereby enabling national recognition of the qualifications and statements of attainment issued to any person.

Credit transfer applies to situations where students have completed units; identical to those they are currently enrolled in, at another TAFE Provider or Registered Training Organisation.

Variations in the version number of units reflect minor changes not related to outcomes and are therefore accepted for credit transfer.

6.0 Procedure

Credit Transfer

1. Applicants for Credit Transfer must complete the Credit Transfer application form, attach a copy of a verified Award or Statement of Attainment and submit the application to the Training Manager
2. The Training Manager must check the Award or Statement of Attainment and grant Credit Transfer for identical units that have been identified as being completed at another Registered Training Organisation
3. Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer must be placed in the student files
4. The completed Course Credit Outcome Form must be signed by the student
5. Granting of Credit Transfer must be recorded as a unit outcome in the students file
6. Student's individual training plans will be adjusted to reflect any Credit transfer granted
7. Students may use Ultimate Institute of Australia appeal procedures if dissatisfied with the outcome of their credit transfer application

Credit Transfer Policy and Procedure



Note: For the process for dealing with applications for Recognition of Prior Learning please refer to Recognition of Prior Learning Policy and Procedure.

7.0 Resources and Forms

Credit Transfer Application Form

Credit Transfer Outcome Form

8.0 Approval

This policy and procedure has been endorsed by the CEO and the management of the Ultimate Institute of Australia.

9.0 Revision history

Revision	Date	Description of modifications
1 1.0	March 2016	Policy created and approved
2 1.1	August 2016	Policy updated and approved
3		