

# CREDIT TRANSFER POLICY

## Introduction

This Credit Transfer Policy is to provide information to students about how to apply for Credit Transfer.

Credit Transfer is a process by which the equivalence of studies previously undertaken and successfully completed by a student is recognised. If the content of previously completed formal training<sup>1</sup> is identical or equivalent to content of a new course the student is enrolling in, the credit can be transferred to the new course and does not need to be retaught. This may expedite the completion of a course.

Credit Transfer is not recognition of prior learning (RPL). Credit Transfer recognises the equivalence of studies previously undertaken and successfully completed, while RPL assesses the current skills and knowledge (competencies) of a student. RPL is addressed separately in the Group 314 RPL Policy.

## Application of the Credit Transfer Policy

Credit Transfer is available for every nationally recognised unit of competency offered by Group 314.

## How Students can Apply for Credit Transfer

Credit Transfer may be claimed for any or all units of competency that make up a course.

When a student enrolls in a Group 314 course, they are asked if they wish to claim Credit Transfer. Instructions for claiming Credit Transfer are provided at this stage of the enrolment process.

## How Credit Transfer is Assessed

Students must provide evidence to support a claim for Credit Transfer. Evidence requirements are outlined in the Group 314 Evidence Guide and include:

- Australian Qualifications Framework (AQF) certification documentation issued by another Registered Training Organisation (RTO) or AQF authorised issuing organisation (For example, testamurs and statements of attainment for current units of competency); or
- Authenticated Vocational Education and Training (VET) transcripts issued by the Registrar of the issuing establishment.

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<sup>1</sup> Formal training refers to the attainment of an Australian Qualifications Framework (AQF) qualification or statement of attainment (for example, a certificate, diploma or university degree).

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The Australian Skills Quality Authority (ASQA) requires Registered Training Organisations (RTOs) to verify the authenticity of evidence (including certification documentation or VET transcripts) presented by students in support of a request for Credit Transfer. Verification involves contacting the provider named on the student's evidence (including certification documentation and VET transcripts) to confirm that the document is genuine. During enrolment, students are required to sign a declaration authorising Group 314 to contact other organisations and verify evidence.

All Credit Transfer claims are discussed with the student and assessed for eligibility by a Group 314 Assessor.

A student may appeal an unsuccessful Credit Transfer claim in accordance with the Group 314 Complaints and Appeals Policy.