

## Credit Transfer Policy

### 1.0 Purpose

- 1.1 The purpose of this procedure is to ensure that the qualifications and Statements of Attainment issued by any other Registered Training Organisation are recognised and the requirements of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 are met.
- 1.2 Central Melbourne Institute (CMI) will also ensure that any changes to the course duration that occurs from granting a course credit, after a student visa is granted, will be reported to the Department of Home Affairs (DHA) via Provider Registration and International Student Management System (PRISMS).

### 2.0 Responsibility

- 2.1 The CEO or RTO Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.
- 2.2 CMI will accept and provide credit to students for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evident by:
  - AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
  - authenticated VET transcripts issued by the Registrar.

### 3.0 Requirements

- 3.1 The method section defines the procedure used for dealing with applications for Credit Transfer.
- 3.2 Credit transfer Fee is \$10 per unit but not more than \$50 per course
- 3.3 The qualifications and Statements of Attainment issued by any other Registered Training Organisation must be recognised.
- 3.4 Recognition means that students will be granted exemptions or advanced standing in a course as a consequence of having completed the same unit(s) or equivalent with another Registered Training Organisation.
- 3.5 Credit Transfer information must be included in information given to students prior to enrolment.
- 3.6 All staff must be provided with information about the Credit Transfer application process and assist students in completing applications.
- 3.7 Credit Transfer is different from Recognition of Prior Learning.

### 4.0 Definitions

- 4.1 Credit Transfer –applies to situations where students have completed units; identical to those they are currently enrolled in, at another TAFE College or Registered Training Organisation.
- 4.2 Course Credit- is defined by the National Code 2018 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. This includes academic credit and recognition of prior learning.
- 4.3 Variations in the version number of units reflect minor changes not related to outcomes (equivalent) and are therefore accepted for credit transfer.

## **5.0 Method**

- 5.1 Students will be advised that credit transfer is available prior to enrolment through the student handbook, website and students will also be made aware of the ability to apply for credit transfer at the time of course enrolment and during the induction.
- 5.2 Students are requested to apply for credit transfer before enrolment but no later than 2nd week of the first term of study in their enrolled course.
- 5.3 Applicants for Credit Transfer must complete the student Credit transfer Application form, attach a copy of a verified Award or Statement of Attainment and submit the application to the RTO/Training Manager.
- 5.4 The RTO/Training Manager must check the Award or Statement of Attainment and grant credit transfers for identical or equivalent units that have been identified as being completed at another Registered Training Organisation.
- 5.5 Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer must be placed in the student files
- 5.6 The completed Credit Transfer record must be signed by the student and the RTO/Training Manager.
- 5.7 Granting of Credit Transfer must be recorded as a unit outcome in the student's file
- 5.8 After Credit Transfer is granted a student's course schedule must be reviewed and any reductions in the scheduled classes and the reasons for the reduction recorded and placed in the student's file.

## **6.0 Recording course credit change**

- 6.1 If the course credit is given before the student's visa is granted, the confirmation of enrolment (COE) issued for that student will indicate the actual net program duration (as reduced by course credit) for that program.
- 6.2 If the course credit is given after the visa is issued, and results in the shortening of the student's program duration, CMI will report the change of program duration to Department of Home Affairs via PRISMS.
- 6.3 CMI will notify the students by giving a written record of the decision to the overseas student if Course Credit is granted.
- 6.4 Students are requested to accept and retain the written record of acceptance for two years after the student ceases to be an accepted student.