

CREDIT TRANSFER (CT) POLICY (IN ACCORDANCE WITH h&h REGULATIONS)

Scope:

This policy has been developed to protect the interests and reputation of h&h Accredited Training ('the business') and relates to all Credit Transfer (CT) processes that provide students with agreed and consistent credit outcomes, based on equivalence in content and learning outcomes between matched qualifications.

Purpose:

The purpose of this policy is to ensure each enrolling applicant is provided with the correct information to apply for CT, and the process is conducted in a fair and equitable manner by h&h. Credit transfers are given when a student has completed the units required for a particular qualification through another Registered Training Organisation (RTO). *This policy is not to be confused with the Recognition of Prior Learning (RPL) Policy.*

Guidelines:

Credit transfer is the credit given towards a course/qualification for unit/s of competency from a nationally accredited qualification that you have completed through formal vocational education and training.

Where you are granted a credit transfer for one or more units of competency, the qualification price is adjusted, and a new student fee is determined.

For further information about credit transfer and your student fee, please speak with h&h staff

Objectives:

The h&h Credit Transfer Policy is guided by the following principles:

- Applicants are required to provide original transcripts for CT approval
- Copied documents are only accepted if sighted by an authorised person (ie. Justice of the Peace, Law Authority etc)
- CT will only be granted for:
 - recognised testamurs/transcripts from approved educational institutions i.e. RTO only; or
 - authenticated VET transcript issued by the Unique Student Identifier (USI) Registrar
- CT will only be granted at the discretion of the General Manager or delegate.
- To ensure reliability of recognising institutions, h&h staff are required to locate the RTO on training.gov.au and/or view a student's USI transcript online via the USI transcript service (www.usi.gov.au)
- h&h 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 – Ref: ASQA standard 3 - Context.
- Documents not recognised for CT include:
 - Statement of Participation
 - Statement of Attendance
 - Statement of Completion
 - Student Assessment Record
 - Progress Reports
 - School Certificate
 - Overseas qualifications, transcripts or statements

- Enrolment card
- The CT process will incorporate principles of access and equity by treating all applications in the same manner regardless of age, gender, disability, geographic location, language barrier and cultural, ethnic or social background
- Individual student will receive all relevant information and adequate support when undertaking the CT process
- CT will only be awarded when the process indicates that the documented evidence is current, reliable and valid
- The CT process will only be undertaken when it contributes to the attainment of a credential under the Australian Qualification Framework (AQF)
- The basis for CT approval, will be unit/s of competency for qualifications on h&h's scope of registration
- Responsibility for the quality assurance of CT processes will reside with the General Manager or delegate
- No CT will be granted without the formal application and correct documentation being provided by the applicant
- Opportunities to obtain feedback on the CT process
- A student who does not agree with the result of a CT application may appeal as per the Appeal Assessment Results Policy

Related Legislation/Guidelines:

- Standards for Registered Training Organisations (RTOs) 2015
- Smart and Skilled Operating Guidelines and
- Smart and Skilled Contract terms and conditions – reporting training activity data.

Version Dates	Policy Version 1 approved 13 December 2012 / Policy Version 2 approved 31 August 2017 / Policy Version 3 approved 13 March 2018 / Policy Version 4 approved 19 June 2020
Review Date	Version 4 will be reviewed as policies are updated
Approved by	CEO: Susan Ellis Hill General Manager: Kate Lovett
Relevant to	All staff; trainers and assessors; students

Risk Rating (Please highlight the appropriate risk level):

5 = High Risk

4 = Medium Risk

3 = Medium to Low Risk

2 = Low Risk

1 = Very Low Risk or N/A