

Credit Transfer Policy and Procedure

1. Policy

Foundation Learning Centre acknowledges national recognition by accepting the AQF qualifications and Statements of Attainment issued by other RTOs.

The underlying principle of Nationally Recognised Training is that a student does not have to repeat training and assessment that has already been undertaken.

2. Procedure

2.1 General information for individuals

- All prospective and enrolling are informed of the credit transfer process in the Student Information Handbook
- At the initial point of course enquiry email, students are advised that if they have units that may be applied as a Credit Transfer, they should bring supporting documentation to the Pre-Training interview.
- During the Pre-Training interview students will be advised that they may apply for Credit Transfers.
- During the enrolment process, students are asked to identify if they would like to apply for Credit Transfer in the Enrolment Form.

2.2 Student request for Credit Transfer

- If a student wishes to apply for Credit Transfer, they must complete the 'Application for Credit Transfers' Form and include appropriate evidence to support the Credit Transfer application.
- The 'Application for Credit Transfers' form will specify the Units of Competency that the student is applying for Credit Transfer.
- The student is required to submit this application with associated evidence to Student Administration.

2.3 Assessment process

The following steps are to be undertaken by all Head of Departments, Deputy Heads of Managers of Foundation Learning Centre, usually during the Pre-Training interview, when assessing qualifications already achieved by a student. Applications for Credit Transfers are reviewed and approved by the Head of Department.

1. The unit of competency/s claimed must be supported by appropriate evidence and a Credit Transfer Application Form.

‘Appropriate evidence’ may be in the form of Nationally Recognised Qualification/ Statement of Attainment/ USI Transcript indicating exactly the same code and title as those included in the student application, or other documents of equivalence that are outside the AQF.

2. The original documentation must list the exact and specific details of the unit of competency claimed including the unit code and title.
3. The staff member or is required to make a copy of the statement of attainment/certificate presented by the student.
4. The staff member must certify and sign the copy to verify that it is a true copy of the original. This must be signed and dated.
5. The staff member must verify the credential/s by accessing the www.training.gov.au website and checking that the provider does have the qualification/unit of competency on their scope of registration. Where doubts exists, the staff member or trainer/educator shall contact the RTO concerned.
6. In circumstances where an exact match exists and the steps above have been completed, the Credit Transfer Application will be granted.
Where Credit Transfer is ‘Granted’ this information will be communicated in writing to the applicant within 10 business days of completion of the assessment, and the student’s training program adjusted accordingly.
7. The administrator will enter the information on VETtrak as per the registration.
8. Fees will be adjusted accordingly.
9. Where Credit Transfer is ‘Not Granted’ students will be notified in writing of the outcome within 10 business days of completion of the assessment. The written communication to the student is to including a reason for refusal (where applicable).
10. In all cases, a copy of the Credit Transfer documentation and verified copies of the relevant Qualification/ Statement of Attainment/ USI Transcript and outcome will be kept in the student’s file.

Related documents -

- Pre- Training Review Policy and Procedure
- Credit Transfer Application For