

# Credit Transfer (CT)

## 1. Purpose

The purpose of this procedure is to provide guidance to staff in relation to the process of accepting and providing credit to learners for units of competency based on the learner having providing valid evidence via either AQF certification documentation or VET transcripts issued by

- Any other Registered Training Organisation (RTO); or
- An AQF authorised issuing organisation; or
- The Registrar of the USI scheme; or
- A VET regulator following the closure of a RTO.

## 2. Scope

The procedure applies to all applications for Advanced Standing based on Credit in AQF Qualifications and Accredited Courses offered by The Gordon.

## 3. Definitions

### **AQF Certification documentation**

Is the official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual. This may include

- An official document issued by a RTO such as a “Statement of Attainment” or “Record of Results”;
- Confirmation of units that a student has been deemed competent for received on official letterhead from a VET Regulator such as ASQA, the VRQA or Department of Education and Training (Victoria)
- An Authenticated VET Transcript issued under the Unique Student Identifiers (USI) scheme

## 4. Overview / principles

### **Credit transfer of full qualifications recognising externally received qualifications**

The Gordon does not Credit Transfer a full qualification, whether as a result of a combination of credited units from a number of other qualifications or as a result of a full qualification already achieved at another RTO unless the request is part of a referral from the Department of Education and Training for a closed RTO where an Award has not already been issued prior to the closure.

### **General rule regarding qualifications commenced through another provider**

As a general rule, the maximum component allowed for Credit Transfer in order to obtain a Gordon award will be 60% of a course as measured by the course nominal hours unless the request is part of a referral from the Department of Education and Training for a closed RTO.

The relevant Program Manager may approve the exemption of individual students from complying with the general rule. In determining whether or not a student should be exempted from the general rule, the Program Manager must consider the students situation, whether the student is being referred from a closed RTO, and the ability of the student to return to the original RTO to have their award issued.

Students will be required to undertake the final 40% of their course assessment at the Gordon in order to qualify for a Gordon award. The student must be enrolled at the Gordon at the time the award is completed.

### Credit transfer is for the identical or directly equivalent units of competency

Credit Transfer must be provided to applicants for units of competency that are either 'identical' or have been deemed 'equivalent' on the national register.

Credit transfer based on mapping of equivalence of units of competency will only be approved in exceptional circumstances for students transitioning between qualifications within the Institute.

All other requests for considerations, such as units which have been superseded on more than one occasion, must be treated as a recognition of prior learning request.

Where a student is applying for Credit Transfer in a course for a unit not included in the Training and Assessment Strategy (TAS) the relevant units can be added to the student study plan for the purposes of Credit Transfer only

### Authenticity of AQF Certification documentation will be verified

Before processing a request for credit a Gordon staff member must verify the AQF certification documents provided by the applicant. This may be done through:

- Sighting and retaining a copy of the original AQF certification documents held by the applicant, or
- Being provided with an authenticated copy of the of the AQF certification documents by the learner; or
- Directly downloading the student's academic record from the USI register with the students approval

Any AQF certification document which does not meet the specifications in the following table will be validated by the Gordon before processing the credit. Validation will be either with the issuing RTO or via the relevant VET regulatory authority/registrar. The Gordon may also authenticate the information in a "compliant" AQF document provided by the applicant (e.g. by contacting the RTO directly that issued the document and confirming the content is valid). The applicant must be informed in writing when a credit cannot be processed due to validity not being accepted following an authentication check.

| AQF document compliance requirements                                 | Award | Statement of Attainment * | Record of Results |
|--|-------|---------------------------|-------------------|
| Issuing registered training organisation (legal or trading name)     | Yes   | Yes                       | Yes               |
| Logo of issuing RTO  | Yes   | Yes                       | Yes               |
| RTO identification number  | Yes   | Yes                       | Yes               |
| Correct and full name of the applicant                               | Yes   | Yes                       | Yes               |
| Awarded qualification (Full title, code and where applicable stream) | Yes   | No                        | No                |
| Date of issue of document  | Yes   | Yes                       | Yes               |
| Person in the RTO who authorised issue (name and signature)          | Yes   | Yes                       | No                |
| Authentication control (watermark, seal, unique number)              | Yes   | Yes                       | No                |
| NRT logo   | Yes   | Yes                       | No                |
| Units of competency (full title and code as per training.gov.au)     | No    | Yes                       | Yes               |
| Outcome of each unit for which credit is sought                      | No    | Yes                       | Yes               |
| Year of completion   | Yes   | Yes                       | Yes               |

\* Industry competency cards may be deemed a compliant Statement of Attainment/Results when issued by an RTO, but cannot be accepted for credit transfer based on a regulator's card eg WorkSafe CI Card as they do not meet the specification above.

### Credit Transfer for International Students

Course duration and hours per week of attendance are specific Visa requirements for International Students. As credit transfer applications have the potential to affect the attendance requirements for an international students it is vital that this impact is clearly explained to them.

Where an international student applies for advanced standing the Program Manager must notify the International Office of the application.

The International Office is responsible for explaining the potential impact on their Visa to the student and recording this in the student's file prior to the Program Area commencing processing the advanced standing application.

Any agreed changes in course duration for a student on an International Visa resulting from an advanced standing application must be reported via PRISMS by the International Office.

Attendance requirements apply for student visa. International students are required to meet a minimum of 20 schedule course contact hours per week despite approved credit transfer.

## 4. Procedure

| ACTION   | RESPONSIBILITY                                | GUIDANCE  |
|--|---|---|
| Auto credit process in eCentral                              | <b>Program Manager</b>                        | <ul style="list-style-type: none"> <li>• The Curriculum Office will set up equivalents called out in the training package when setting up new courses in eCentral.</li> <li>• An auto credit will occur when the two units have either an 'identical' unit code or when they have been nominated as 'equivalent' on the national register.</li> <li>• The Program Manager is responsible for arranging for the Curriculum Office to set up equivalents for other imported units.</li> <li>• When a student is admitted into a course for the first time, eCentral will automatically credit to the student's study plan any unit that has been previously completed at The Gordon or any unit set up as equivalent to one previously completed at The Gordon.</li> <li>• The auto credit process can also be completed retrospectively in eCentral by the Program Manager as units are completed</li> <li>• Any unit given an auto credit will sit on the student's study plan with a status of 'credited'</li> <li>• The grade given to the completed version will also credit across</li> <li>• ECentral will record the source of the auto credit in the student study package record</li> </ul> |
| Make students aware of credit transfer application processes | <b>Program Manager / International Office</b> | <ul style="list-style-type: none"> <li>• Students are informed of their right to apply for credit for units completed outside The Gordon via:               <ul style="list-style-type: none"> <li>- Course guides</li> <li>- Information and enrolment sessions</li> </ul> </li> </ul>   |

| ACTION  | RESPONSIBILITY  | GUIDANCE   |
|---|---|--|
|   |   | <ul style="list-style-type: none"> <li>- The Gordon website</li> <li>- Course application</li> </ul> <p>In addition international students</p> <ul style="list-style-type: none"> <li>- Course application</li> <li>- Offer letter</li> </ul>  |
| Make student aware of enrolment and visa implications                     | <b>International Admissions Officer</b>                             | <ul style="list-style-type: none"> <li>• Students are advised of minimum course attendance and student visa requirements and impact of Credit Transfer</li> </ul>  |
| Gather evidence to support credit transfer application                    | <b>Course Admissions Officer / International Admissions Officer</b> | <ul style="list-style-type: none"> <li>• Students making an online application for a course can notify The Gordon of their interest in applying for credit.</li> <li>• Admissions officer explain the credit policy and process and to obtain certified copies of the student's credentials</li> <li>• Collect certified copies of the student's credentials.</li> <li>• Provide the evidence to the Program Area for review if required.</li> </ul>   |
| Review evidence provided to determine if a credit transfer can be applied | <b>Program Manager / Team Assistant</b>                             | <ul style="list-style-type: none"> <li>• If unit/s is identical to the unit of competency listed in on the student's study plan, process credit transfers</li> <li>• An Credit Transfer Summary form is completed detailing units and outcomes</li> <li>• A copy of the Credit Transfer Summary form is forwarded to the Student Administration officer for processing, refer <i>Credit Transfer (CT) Summary Record STS FO 24.02</i></li> <li>•</li> </ul>  |
| Review equivalency of units   | <b>Teacher</b>  | <ul style="list-style-type: none"> <li>• Where the unit is not identical to the unit required. The teacher holding relevant vocational competency must compare and map the units held by the student to the relevant unit in the current qualification. This considers if:             <ol style="list-style-type: none"> <li>1. Unit held by applicant can be mapped as equivalent as it has the same performance criteria, required skills, knowledge, and assessment outcomes. Or,</li> <li>2. Unit held by applicant is designated as NOT equivalent on the national register. The teacher may then consider RPL</li> </ol> </li> <li>• The teacher records the outcome for each unit of competency evaluation for equivalence on the credit transfer mapping record, refer <i>Credit Transfer Mapping Record STS FO 24.01</i></li> <li>• Where the learner's unit is deemed 'not equivalent' the teacher must ensure that a copy of the relevant evidence for units of competency held by the student is</li> </ul> |

| ACTION  | RESPONSIBILITY   | GUIDANCE   |
|---|--|--|
|   |  | <p>attached to the mapping record. That is a copy of the credential from another RTO</p> <ul style="list-style-type: none"> <li>• An Credit Transfer Summary form is completed detailing units and outcomes</li> <li>• A copy of the Credit Transfer Summary form is forwarded to the Student Administration officer for processing, refer <i>Credit Transfer (CT) Summary Record TED FO 12.02</i></li> <li>• <b>NOTE: Units of competency designed to be 'renewed' or refreshed will not be processed as an RPL application. Eg. Confined space entry and First Aid</b></li> </ul>        |
| Process Advanced Standing application in eCentral | <p><b>Student Application and Enrolment Officer / International Admissions Officer</b></p>                   | <ul style="list-style-type: none"> <li>• All credit transfer outcomes are processed within the Advanced Standing Application within eCentral, refer <i>Assessment Resulting Protocols STS RD 11.01</i></li> </ul>  |
| From another provider                             | <p><b>Student Application and Enrolment Officer / International Admissions Officer</b></p>                   | <ul style="list-style-type: none"> <li>• Student administration / International office will receive the application for credit transfer summary form from the program manager.</li> <li>• Student administration / International office will then create an advanced standing application on eCentral.</li> <li>• The SSP Status for units that have been processed as "Granted" will change from "Planned" to "Exempt".</li> </ul>  |
| Advise student of outcome                         | <p><b>Student Application and Enrolment Officer / Program manager / International Admissions Officer</b></p> | <ul style="list-style-type: none"> <li>• The Student Application and Enrolment Officers / International Admissions Officer is responsible for informing the student in writing (letter or email) of the outcome of the credit transfer application.</li> <li>• If a unit does not map as equivalent the student is advised of the need to undertake the unit of competency via full enrolment or via recognition of prior learning.</li> <li>• International students Confirmation of Enrolment (CoE) will be reviewed and re-issued, if required, in line with course duration</li> </ul> |

## 5. Responsibilities

| Position                       | Responsibility   |
|--------------------------------|--|
| Head of Student Administration | For ensuring that this policy is implemented and maintained and complies with the Standards for Registered Training Organisations (RTOs) 2015.                           |
| Course Application Officers    | Advising students of the evidence required to support a credit transfer application and forwarding evidence to Student Application and Enrolment Officers for processing |
| Program Managers               | For reviewing all credit transfer applications where the credit transfer hours constitute more than 60% of the nominal hours for the qualification and                   |

|  |   |
|--|---|
|  | determining whether the application will be accepted by The Gordon and communicating the outcome to the applicant.  |
| Student Application and Enrolment Officers | For processing applications for Advanced Standing (credit transfer) in e-Central in line with their authority in e-Central.   |
| International Admissions Officer           | For processing applications for Advanced Standing (credit transfer) in e-Central in line with their authority in e-Central.   |
| Teaching staff                             | For evaluating applications for credit transfer which require a mapping record and forwarding any mapping completed to the Manager Quality and Compliance for validation before processing. |
| Academic Administration Manager            | For ensuring that the processing of credit transfers by Student Administration staff is consistent with the AVETMISS standards for reporting outcomes.                                      |

## 6. Key aligned internal documents

*Admission and Selection Policy STS PO 22*

*Credit Transfer Mapping Record STS FO 24.01*

*Advanced Standing Summary (CT) Record STS FO 24.02*

*Advanced Standing – VET Certification Documents (Validation Risk Assessment STS FO 24.03*

*Recognition of Prior Learning (RPL) Procedure TED PR 13*

*Assessment Policy TED PO 10*

*Assessment Resulting Protocols STS RD 11.01*

## 7. Key aligned external documents

*Standards for Registered Training Organisations (RTOs) 2015*

*Australian Qualifications Framework – Implementation Handbook*

## 8. Review and approval

|                                 | Position   | Area                   |
|---------------------------------|--|------------------------|
| <b>Author / reviewer:</b>       | Manager  | Quality and Compliance |
| <b>Custodian:</b>               | Head   | Student Administration |
| <b>Review schedule:</b>         | This procedure will be reviewed every 3 years (or earlier as required) |                        |
| <b>Last reviewed / updated:</b> | 14 April 2021  |                        |