



Credit Transfer Policy & Procedure

Doc No: PP005

1.0 Purpose

This policy and procedure outlines LITA Training's commitment to mutually recognising units of competencies, accredited courses, skill sets and full qualifications issued by other Registered Training Organisations (RTO), or AQF authorised issuing organisation or authenticated VET transcripts issued by the Registrar of Unique Student Identifier (unless licensing or regulatory requirements prevent this).

2.0 Responsibilities

The General Manager is responsible for ensuring this policy and procedure is implemented.

3.0 Scope

This policy and procedure covers all of LITA Training's training and related services.

4.0 Definitions

AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

AQF certification documentation is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.

Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Credit Transfer means recognising the equivalence of studies previously undertaken and completed successfully. It is a process that provides students with credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes from previous studies, noting that providing credit for previous studies is not a Recognition of Prior Learning (RPL) process.

Recognition of Current Competency (RCC) allows an applicant/student to gain credit for skills and knowledge already possessed. RCC is a way of gaining credit for this learning or experience and may reduce the amount of time spent studying.

Recognition of Prior Learning (RPL) is a form of assessment of the competence of a person. It acknowledges the full range of an individual's skills and knowledge, irrespective of how it has been acquired. This includes competencies gained through formal study, work experience, employment and other life experiences.



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5.0 Policy

Under the Standards for RTO (2015), LITA Training must accept and provide credit to students for units of competency and/or modules issued by any other RTO or AQF authorised issuing organisation or authenticated VET transcripts issued by the Registrar of Unique Student Identifier (unless licensing or regulatory requirements prevent this).

LITA Training recognises Qualifications and Statements of Attainment issued by any other RTO and communicates this recognition through its information provided to potential and enrolling students through its application and enrolment processes as well as in its *Student Handbook*. This may also include credit transfer based on formal learning that is outside the AQF framework.

A student shall not be required to repeat training and assessment in a unit or module that they have already been assessed as competent as long as the units of competency are a direct transfer ('like for like') and fit with the training package rules for the qualification in which the student is enrolling.

It is LITA Training's policy that any participant who wishes to apply for Credit Transfer may do so, using the LITA Training *Credit Transfer/RPL Application Form* and all requests will be considered.

5.1 For units that are granted Credit Transfer

- The student is exempt from having to complete those units.
- The units will contribute to the student's eligibility to obtain their full qualification.
- Credit transfers can generally only be processed when an official Statement of Attainment or Record of Results is produced as proof that the units of competency have been attained from an RTO.

5.2 Potential/Enrolling Students

- All new students will be informed of the availability of Credit Transfer and the evidence requirements prior to commencement of training.
- If a student indicates on their *Application and Enrolment Form* or to an LITA Training representative that they would like to apply for a Credit Transfer – they will then be provided with the *Credit Transfer/RPL Application Form* which the student must sign and return with supporting documents.
- Each application will be assessed on its own merits and in accordance with LITA Training's *Fair Treatment and Equal Benefits & Opportunities Policy*.
- If a participant is ineligible, LITA Training will provide advice about Recognition of Prior Learning (RPL).
- All units of competency which have been granted under the rules of Credit Transfer will be identified as such on the participant's academic record in LITA Training's student management system and all documentation including the



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Application Form and all copies of certified originals and supplementary evidence will be stored in the student file.

5.3 Subsequent to Enrolment

- A student who is studying another course at the time of their enrolment or commences another course subsequent to their enrolment and may become eligible for a Credit Transfer for any common units after commencement of their course with LITA Training. In these circumstances, LITA Training will process a Credit Transfer application providing the unit/s have not already been delivered and assessed as competent by LITA Training.

There is no student incurred cost associated with Credit Transfer.

6.0 Procedure

Applications for credit transfer will normally be assessed within ten working days where there are current precedents. A longer period may be required if a new assessment is required, particularly at peak admission and enrolment times and students will be advised should this be the case.

6.1 Awareness and Application Process

- The applicant/student will indicate on their *Application & Enrolment Form* that they wish to seek Credit Transfer at the time of enrolment.
- LITA Training staff will provide them with the *Credit Transfer/RPL Application Form*.
- The applicant/student will return the *Credit Transfer/RPL Application Form* within 7 days together with a certified copy of their Statement of Results or Record of Results which must show:
 - issuing RTO Individual units (including codes and full titles);
 - issued date.

6.2 Approval/Non-Approval Process

- The General Manager will check the relevant Qualification or Training Package guide to see if the Credit Transfer application is valid.
- If there are any units deemed eligible, then the issuing RTO will be contacted to ensure that the supporting documents are genuine and accurate (including checking LITA Training's student management system if LITA Training issued the Statement of Results).
- The applicant/student will be informed of the outcome in writing as soon as possible.
- The General Manager will mark the units being granted Credit Transfer accordingly in VETtrak, the student management system. The *Credit Transfer/RPL Application Form* and support documentation will be stored in the student's file.



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- If the application is successful, the General Manager will also mark the eligible units accordingly on the Training Plan.
- The student's and/or third party and/or employer's invoice for the enrolment will be adjusted in line with the number of units being granted Credit Transfer –if the invoice has already been paid, LITA Training's General Manager will process a refund.
- If the application is unsuccessful, the applicant/student will be informed of the outcome immediately and should they be dissatisfied with the outcome, they may lodge an appeal in line with LITA Training's *Complaints & Appeals Policy & Procedure*.

6.3 Special Circumstances

- A *Credit Transfer/RPL Application Form* is not required when one of the following circumstances is applicable:
 - If the issuing provider is no longer in existence or cannot be contacted. Training.gov.au will be checked to ensure that:
 - the issuing RTO did exist
 - the RTO did have the relevant courses and units on their scope
 - the issuing date on the Statement of Attainment (SoA) is in line with the operating dates, and
 - if these match, it will be taken in good faith that the document is genuine until such a time that it is proven to be otherwise.
- If a student is unable to produce a Statement of Attainment (SoA) or Record of Results within 7 days of enrolment, they must notify LITA Training otherwise it will be assumed that they do not wish to proceed with the Credit Transfer application.
- if a student is later able to provide a SoA, LITA Training will consider processing the Credit Transfer application providing the unit has not already been delivered and assessed as competent by LITA Training.

6.4 Recognition of Academic Transcripts and other academic documents

- It is noted that many TAFEs, RTOs and higher education providers do not issue to their students a VET Statement of Attainment or Record of Results and may instead issue an Academic Transcript, official letter or other academic document.
- The General Manager is consulted before granting Credit Transfer in these circumstances as Academic Transcripts (and other academic documents) often include all units attempted, and may include:
 - Unit enrolments deemed competent
 - Unit enrolments deemed non-competent, or
 - Withdrawn unit enrolments (whether commenced or not commenced).



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- Furthermore, Academic Transcripts and other academic documents may include codes and/or terminology specific to the issuing institute (eg. non-AVETMISS unit outcome codes and descriptions).
- It is not LITA Training's intention to disadvantage students in these circumstances, therefore, LITA Training will:
 - request the student obtain a VET Statement of Attainment from the issuing institution or
 - request the student obtain a code key on official letterhead or print out of a webpage outlining the codes used from the issuing organisation (if this is not stipulated on the transcript)
 - check against the student's educational history, as far as USI supports the process, or
 - contact the issuing institute for clarification.
- The following will generally not be accepted:
 - printouts from a Student Management System (SMS) or Learner Management System (LMS)
 - copies of assessments or assessment cover sheets marked 'competent' or 'passed'.

6.5 Student's Right to Appeal

- Any student – potential or enrolled, may appeal any decision via LITA Training's *Complaints and Appeals* process.

7.0 Forms and Records

The following forms should be used in conjunction with this procedure:

- TEMPLATE Student Handbook
- FORM Credit Transfer/RPL
- FORM Application & Enrolment
- CHECKLIST Student Application & Enrolment Checklist
- CHECKLIST Student Induction Agenda

The following references should be read in conjunction with this procedure:

- POLICY & PROCEDURE Marketing
- POLICY & PROCEDURE Application & Enrolment
- POLICY & PROCEDURE Fair Treatment and Equal Benefits
- POLICY & PROCEDURE Recognition of Prior Learning
- POLICY & PROCEDURE Student Records Management