



Credit Transfer Policy and Procedure

Policy

This policy implements a procedure for the institute to process any student's applications for course credit and document any results, including student verification of the outcome. It provides a process that ensures that students receive written verification of the outcome of the course credit application.

Credit Transfer

The granting of exemption or credit by a Registered Training Organisation to students for units of competency completed under accredited training. These unit codes must identically match the units that you are applying for credit.

Definitions

Credit Transfer (CT) is another term that is sometimes confused with RPL. However, there is an essential difference. RPL is an assessment of individual competencies, while credit transfer assesses course/units/modules against one another to determine the extent to which there is a match. *“Credit transfer assesses the requirements of an initial course or subject that the individual is using to claim access to, or the award of credit in, the destination course. The assessment is used to determine the extent to which the achievement of the previous qualification is equivalent to the required learning outcomes, competency outcomes, or standards in another qualification. This may include credit transfer based on formal learning that is outside the AQF framework”.*

Procedure

All students are made aware of the ability to apply for course credit by filling out a Credit Transfer Application Form during the enrolment and or induction process of the course. This form is available by requesting from SPI reception or admin staff, or sending an email to info@sp.vic.edu.au.

- All applications are to be submitted to Student Administration and include original documents to be sighted and copied by Student Administration. Applications will not be accepted unless all required information is included. The Credit Transfer application Form must be accompanied by nationally recognised Certificates or Statements of Attainment indicating the units successfully completed including unit codes and titles and dates of completion. All Credit Transfer applications should be submitted prior to course commencement in order for SPI to accurately schedule your classes, workload and to calculate your fees.
- The application is then forwarded to the Compliance Manager for approval.
- All results from the CT process will be provided to the student within 10 working days.

Where either of the above, Credit Transfer applications are received the following must occur:



PROCEDURE

Where a Student has submitted an application for Credit Transfer BEFORE the commencement of the course:

The Compliance Manager is responsible for the management and handling of all Credit Transfers.

Student is to provide certified copies or original transcripts to SPI to be photocopied (the copies are then signed and dated by the Assessor). Originals are then returned to the Student.

The Assessor assesses the Credit Transfer Application Form. If credit is authorised, the Assessor completes the Form and returns it to student administration for processing.

(If unsuccessful, the Student may appeal the decision)

The Student Administration Officer then prepare the credit transfer letter based on this information.

A copy of the credit transfer letter is provided to the Student and a copy is retained in the Student's file.