

## 1.0 PURPOSE

- The purpose of this policy is to ensure that the qualifications and Statements of Attainment issued by a TAFE college or any other Registered Training Organisation are recognised.

## 2.0 RESPONSIBILITY

- The Program Manager is responsible for the implementation of this procedure, ensuring that staff and students are aware of its application and that staff implement its requirements.

## 3.0 REQUIREMENTS

- The qualifications and Statements of Attainment issued by a TAFE college or any other Registered Training Organisation must be recognised.
- Recognition means that students will be granted exemptions or advanced standing in a course as a consequence of having completed a unit(s) of competency with a TAFE college or another Registered Training Organisation.
- Credit Transfer information must be included in information given to students prior to enrolment.
- Credit Transfer is different from Recognition of Prior Learning.

## 4.0 DEFINITIONS

- Credit Transfer – allows students to count relevant, successfully completed studies achieved at TAFE colleges or other Registered Training Organisations (RTO), according to the rules of the qualification that is being sought

## 5.0 METHOD

- Applicants must complete the Credit Transfer Application Form, attach a certified copy of the qualification or Statement of Attainment and submit the application to Client Care.
- Client Care must check the qualification or Statement of Attainment and grant credit transfers for a unit(s) of competency that has been completed at a TAFE college or another Registered Training Organisation.
- Where Client Care are unable to make a decision on the granting of credit transfer, the application must be passed to the Program Manager who may request further information from applicant if required.
- Verified copies of qualifications and Statements of Attainment used as the basis for granting Credit Transfer must be kept on the student file.
- The completed Credit Transfer Application Form must be signed by the student, and Program Manager or Manager of Client Care and stored in the student file.
- The Program Manager must maintain a record of credit granted centrally.
- Student will be notified in writing of the outcome of their application.