



This document contains the policy and procedure issued by RTT ACADEMY for use in ensuring that prospective students are offered the opportunity to apply for Credit Transfer.

## 1 PURPOSE

As a Registered Training Organisation (RTO), RTT ACADEMY must ensure that it recognises AQF qualifications and statements of attainment issued by other Registered Training Organisations.

## 2 SCOPE

This policy and procedure pertains to RTT ACADEMY and all prospective students considering enrolment with the RTO.

## 3 RESPONSIBILITIES

The RTO Compliance Coordinator is responsible for ensuring that all prospective students considering enrolment with RTT ACADEMY are provided with the opportunity to apply for Credit Transfer and that all applications are processed in a timely manner prior to the commencement of training.

## 4 DEFINITIONS

### 4.1 Credit Transfer

Credit transfer assesses the initial course or subject that an individual is using to claim access to, or the award of credit in, a destination course. The assessment determines the extent to which the client's initial course or subject is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning that is outside the AQF.

### 4.2 AQF

AQF refers to the Australian Qualifications Framework. It is the national policy for regulated qualifications in the Australian education and training system. It incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework.

## 5 REFERENCE AND RELATED DOCUMENTS

### 5.1 Standards for Registered Training Organisations (RTOs) 2015

Standard 3: The RTO issues, maintain and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.

3.5: The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- a) AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
- b) authenticated VET transcripts issued by the Registrar.

### 5.2 Related Documents

1. Credit Transfer (CT) Application

## 6 POLICY

All students considering enrolment with RTT ACADEMY are given the opportunity to apply for Credit Transfer. RTT ACADEMY will recognise the AQF qualifications and statements of attainment issued by other Registered Training Organisations.

## 7 PROCEDURE

### 7.1 General Information for Individuals

All prospective and enrolling individuals are informed in either print or electronic form of the opportunity to apply for Credit Transfer. Students are informed of the Credit Transfer process during the Pre-Training Review conversation and in the Trainee Information Handbook. Individuals are asked to identify if they would like to apply for a Credit Transfer during the enrolment process. Individuals can apply for Credit Transfer at any time.

## 7.2 Request for Credit Transfer

All students who consider enrolment with RTT ACADEMY in a unit of competency or qualification and attend an enrolment session are required to undergo a pre-training review conversation with an RTO representative. The pre-training review is conducted using the Pre-Training Review Form.

If a student wishes to apply for Credit Transfer they must complete the Credit Transfer Application Form and include appropriate evidence to support the application.

The Credit Transfer Application Form will specify the units of competency that the student is applying for Credit Transfer.

The student is required to submit the application and the associated evidence to RTT ACADEMY's RTO Compliance Coordinator.

## 7.3 Application Assessment Process

The assessment of all Credit Transfer Applications will be undertaken by the RTO Compliance Coordinator.

All Credit Transfer Applications must be supported by the appropriate evidence. This may be in the form of a nationally recognised qualification or a statement of attainment indicating exactly the same code and title as those included in the student application, or other documents of equivalence that are outside the AQF.

Where appropriate evidence is provided with the Credit Transfer Application, the RTO Compliance Coordinator must grant the Credit Transfer. The RTO Compliance Coordinator must complete the appropriate sections of the Credit Transfer Application Form to identify if the application has been granted or not.

Where Credit Transfer is 'Granted', this information is communicated in writing to the applicant within 10 business days of completion of the assessment, and the training program adjusted accordingly.

Where Credit Transfer is 'Not Granted', the applicant 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 include a reason for refusal (where applicable).

In all cases, the student's record on RTT ACADEMY's Student Management System, aXcelerate, is to be altered to reflect the outcome of the Credit Transfer Application. This is to be done by the RTO Compliance Coordinator.

In all cases, a copy of the Credit Transfer Application, certified copies of the relevant qualification(s) and/or statement(s) of attainment and the outcome will be securely kept in the student's file located at RTT ACADEMY's head office.