

CREDIT TRANSFER POLICY AND PROCEDURE

P017 – Credit Transfer Policy and Procedure V3.0

Purpose

To document the approach that Training Synergies will take to ensure that Qualification Test amurs and Statements of Attainment issued by other Registered Training Organisations for Nationally Recognised courses, are recognized and students are provided with appropriate Credit Transfer.

Policy

Training Synergies will recognize all Qualification Test amurs and Statements of Attainment issued by other Registered Training Organisations for Nationally Recognised courses.

Prospective students will be provided with the opportunity to submit to Training Synergies, prior qualifications attained with other RTOs for the purpose of obtaining credits towards a course they enrolled in with Training Synergies.

Definition

Credit Transfer is the process by which the RTO accepts and provides credit to learners for units of competency where these are evidenced by:

- AQF certification documentation issued by another RTO or AQF authorised issuing organisation, OR
- Authenticated VET transcripts issued by the Registrar.

Procedure

Students will be required to provide Training Synergies with certified copies of any Certificates or Statements of Attainment they attained through previous study and which relate to the course they are enrolling into.

The certified Certificates/ Statements of Attainment will be passed to the Head of Faculty so that Credit Transfer for the same or equivalent units may be determined.

Where units are not the same or not equivalent to any of the units being delivered, Credit Transfer will not be provided. At this stage, the student will be provided with the opportunity to apply for RPL.

Students will be advised by the Head of Faculty prior to the commencement of their course; of whether they have been granted Credit Transfer or not.

Credit Transfer granted for any units of competency will be recorded by administration staff in Training Synergies Student Management System (SMS) prior to the student's commencement in their course.

Any Credit Transfer granted will also be recorded in the student's Training Plan and

students will not be required to attend classes or complete any work towards the specific units.

Tuition Fees will also be adjusted according to the number of units for which Credit Transfer was granted and invoices will be adjusted according to these.

Course Completion

At the time of completion of a course, the units of competency for which a student has been provided with Credit Transfer will be represented on the Statement of Results with the outcome of 'CT'.

Course Withdrawal

Students withdrawing from a course, will not be issued with a Statement of Attainment for any units they received Credit Transfer.

Relevant standards

Standards for RTOs 2015

Standards 1.12, 3.5, 4.1, 5.1.