

Credit Transfer Policy and Procedures

POLICY CODE: QA1.7

Related Outcome Standard: 1.7

NATIONAL CODE OF PRACTICE FOR PROVIDERS OF EDUCATION AND TRAINING TO OVERSEAS STUDENTS 2018 (CTH).

STANDARD 2 AND 7

1. Purpose

The purpose of this policy is to ensure that City College implements a consistent, fair, and transparent credit transfer process that recognises prior completion of equivalent units or modules to support learner progression while maintaining the integrity of the training product. This policy and associated process is in compliance with the Outcome Standards for NVR Registered Training Organisations Instrument 2025 Cth) and the National Code 2018.

2. Legislative Background

Outcome 1 – Training and Assessment, Division 3 – RPL and Credit Transfer, Standard 1.7, National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 (Cth). National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth) Standard 2 and 7.

3. Scope

This policy applies to all:

- Training products on the City College scope of registration
- Prospective and currently enrolled students seeking credit transfer

4. Policy Statement

City College recognises students who have previously completed equivalent units of competency or training products through another RTO where a student is seeking credit transfer for the said training products that are on the City College's scope of registration. It is important to note that credit transfer is not an assessment. It is an administrative function that determines the equivalence of a unit of competency or training product the student has been previously awarded to units of competency or training products incorporated into courses being delivered at City College. This is not to be confused with the recognition of prior learning which is a method of assessment.

To support learner progression and eliminate unnecessary duplication of training, City College will:

- Provide all VET students information about the Credit Transfer process and access to this policy and procedure.
- Provide all VET students with the opportunity to apply for credit transfer (CT).
- Assess credit transfer applications based on verified and authenticated AQF certification documentation or VET transcripts (unless prevented by licensing or regulatory requirements of the training product).
- Ensure decisions are fair, transparent, and consistent across all applicants.
- Maintain detailed records of all CT decisions in the student management system.
- Provide a written record of the CT decision to the student and retain the same for two years after the student ceases to be an accepted student.
- Create a Confirmation of Enrolment (CoE) that reflects the shortened course duration where CT shortens the course duration.
- Update the Confirmation of Enrolment (CoE), notify PRISMS and the international student as required, where the CT is applied and approved after the enrolment and the course duration is shortened.

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Credit transfer will only be granted where equivalency of training products is confirmed and not restricted by licensing or regulatory conditions.

5. Procedures

5.1 Information and Access

The City College ensures that prior to enrolment, during enrolment and at orientation, all students are:

- Informed of their right to apply for Credit Transfer.
- Provided access to the Credit Transfer Policy, Procedure, and Enrolment Form.
- Directed to the Admissions Officer or the Academic Manager for guidance.

This information is also made available via the student handbook, website, and pre-enrolment materials.

5.2 Application

To apply for Credit Transfer, a student must:

- Submit a completed **Credit Transfer Application Form**.
- Provide AQF certification documentation or a VET transcript and a USI transcript.

The City College Admission Officer shall receive the application form and:

- Log the same into the Credit Transfer Register.
- Verify the provided AQF certification documentations or the VET transcript and the USI transcript with the issuing RTO/ Authority.
- Refer the application to the Academic Manager for approval.

5.3 Assessment of Credit Transfer

City College ensures that:

- Credit is only granted for equivalent units of competency or training products identified through Training Package mapping.
- Licensing or regulatory requirements are checked before granting CT.

The City College Academic Manager:

- Reviews the verified AQF certification documentations or the VET transcript and USI transcript for authenticity and equivalence.
- Confirms the units of competency or the training products align with those on the City College's scope.

5.4 Credit Transfer Decision and Documentation

City College Academic Manager:

- Makes a decision to grant Credit Transfer based on the provided and verified evidence.
- Communicate the decision to the student in writing within 10 working days.

City College Admissions Officer:

- Enters the Credit Transfer decision into the Student Management System and ensures all relevant documents are saved in the student's file.

5.5 Appeals and Reassessments

Students who disagree with the Credit Transfer application outcome may:

- Lodge a formal appeal as per the City College Feedback, Complaints and Appeals Policy and Procedures.
- Request a reassessment of the credit transfer application and evidence.

Academic Manager ensures, all appeals are responded to within 10 working days in the policy.

5.6 Ongoing Monitoring and Continuous Improvement

City College Compliance Officer audits the Credit Transfer documentation annually to ensure compliance with Rules of Evidence and the City College CR 2.9 – 2.11 AQF Certification Documentation and Records Policy and Procedures.

6. Responsibilities

CEO: Provides strategic oversight and ensures organisational systems support valid and fair Credit Transfer process.

Academic Manager: Reviews and approves the Credit Transfer requests.

Compliance Officer: Ensures policy adherence and record management.

Admissions Officer: Updates student records and maintains evidence in the City College's Student Management System.

7. Related Policies

- QA1.1 Training and Assessment Strategy Policy and Procedures
- QA1.4 Assessment Policy and Procedures
- QA2.7 & 2.8 Feedback, Complaints and Appeals Policy and Procedures
- CR 3.17 Third Party Arrangements Policy and Procedures
- Student Code of Conduct
- Student Handbook
- CR 2.9 – 2.11 AQF Certification Documentation and Records Policy and Procedures