

Policies and Procedures

QMS2: P003C Credit Transfer

Policy details	
Responsible area	Administration
Endorsed by	General Manager
Review date	14 April 2017
Modifications	30.03.15 Updated to new format for procedures and minor revisions 14.4.16 Role Review

Policy statement
<p>We have credit transfer arrangements in place to students do not have to repeat units in which they have been deemed competent. If a student already holds a unit which is the same as, or sufficiently similar to the one they need for their chosen course, Linx Institute may transfer their credit in that unit. We provide credit to students for units of competency attained through qualification with another RTO or authorised issuing organisation.</p> <p>This policy applies to both domestic and overseas students who have studied VET courses conducted in Australia.</p>

Definitions
<p>AQF authorised issuing organisation A body that is either authorised under legislation or has been given responsibility to accredit programs of learning leading to AQF qualifications and/or to register providers to issue AQF qualifications - see link below under associated documents.</p>
<p>Credit transfer The process of recognising the equivalence of studies previously undertaken and completed successfully.</p>
<p>RTO Registered Training Organisation.</p>

Policy rules
<p>We accept and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:</p> <ul style="list-style-type: none"> • AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or • authenticated VET transcripts issued by the Registrar. <p>Note that we are not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs.</p>



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If the registered provider grants the student course credit which leads to a shortening of the student's course, the registered provider must:

- if the course credit is granted before the student visa grant, indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course; or
- if the course credit is granted after the student visa grant, report the change of course duration via PRISMS under section 19 of the ESOS Act.

Procedures		
Actions	Description	Responsible
1 Advise on availability	Students are advised before and at enrolment of the availability of credit transfer.	Student Recruitment Manager and Course Advisor
2 Student supplies evidence	Student supplies original qualification or certified copy of statement of attainment from RTO or recognised accrediting authority. Student signs a release allowing validation of the evidence to be undertaken.	Student
3 Evidence verification	Documentary evidence is certified as original having been sighted, and a copy kept. Certified copy of document is retained on student file.	Administration
4 Evidence verification	The organisation that issued the document is contacted to authenticate the qualification/record. Record of authentication is kept on file.	Administration
5 Equivalence	If the competencies are not equivalent to those credit is being sought for, the student is not eligible for credit transfer but may be considered for RPL.	Administration
6 Records amendment	Where credit is granted, training plan is amended, student advised and records noted.	Administration
7 Overseas students course credit	Where course credit is provided to an overseas student, leading to a shortening their course before their student visa grant, the net course duration (as reduced by course credit) is to be included in their in the confirmation of enrolment document.	Administration
8 Overseas students Course credit	Where the course credit is granted after the student visa grant, the change of course duration is reported to DIBP via PRISMS.	Administration

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Context	
Associated documents	Authorised accrediting authorities – the list can be found at http://www.aqf.edu.au/register/aqf-register/
Work orders and forms	Credit Transfer Form
Policy base	Standards for NVR Registered Training Organisations, 2015 Standard 3, clauses 3.4-3.5

