

Policy Title	Credit Transfer Policy & Procedures
Policy Owner	RTO Manager

OBJECTIVE

MSAC Institute of Training recognises AQF qualifications and Statement of Attainments issued by any other Registered Training Organisations (RTO).

MSAC Institute of Training provides students with the opportunity to receive credit for units they have previously completed to ensure they don't have repeat units or courses unnecessarily, and to ensure they are not disadvantaged.

SCOPE

This policy and procedure applies to all students applying for credit transfer.

POLICY

MSAC Institute of Training recognises that mutual recognition is a fundamental principle of the National Training Framework and as a Registered Training Organisation is obliged to recognise AQF qualifications and Statement of Attainments issued by any other RTO in Australia that delivers Training Packages, qualifications and courses.

In accordance with the Australian Quality Training Framework, this quality process also ensures that efficiency, effectiveness, flexibility, fairness and openness are maintained during the Pre Training Review, or at any stage through the qualification, if a student feels that they can apply for Credit Transfer, these will be actioned by the RTO Coordinator.

MSAC Institute of Training also has the obligation to ensure that all staff will be aware of, and adheres to, the mutual recognition requirements.

No charge is incurred to a student for credit transfer.

PROCEDURE

As per the Enrolment Policy and Pre Training Review Policy, a student attend a Pre Training Review before enrolling in a training program. The RTO Sales Coordinator will discuss options for Credit Transfer and Recognised Prior Learning (RPL) with the student during this interview.

Where the student wishes to apply for a credit transfer they will be given the Credit Transfer Application Form and told about the evidence required to support submission.

The student must complete the Credit Transfer Application Form and attach any supporting evidence such as Statement of Attainment, Certificate or Record of Results. The student must provide a certified copy of such evidence or produce the original certificate in which an RTO Representative must copy and sight.

The Credit Transfer Application will then be reviewed by the RTO Coordinator and all evidence will be checked for validity.

Where credits are accepted they will be recorded in the VETtrak Student Management System. The students Training Plan will then be adjusted accordingly.

Where a student desires they may submit an appeal in accordance with the Complaints and Appeals Policy.

RESPONSIBLE PARTIES

MSAC Institute of Training staff are responsible for ensuring the option of credit transfer is provided to all incumbent students.

The RTO Sales Coordinator is responsible for informing the student of their credit transfer options during the Pre Training Review.

The RTO Coordinator is responsible for reviewing applications and determining their success.

CONTINUOUS IMPROVEMENT OF POLICY

This Credit Transfer policy and accompanying procedures for vocational education and training systems of the organisation will be continuously implemented and reviewed for areas of improvement. The policy and accompanying procedures will be formally reviewed annually as part of the general continuous improvement process.

POLICY PUBLICATION

All policies and procedures that are applicable to prospective students/trainees and enrolled students/trainees and all organisation staff are made available where required and form part of the induction and orientation for staff and students and are made available via the website, student administration and internal electronic systems.

POLICY REFERENCES:

Policy Title: Credit Transfer

Related Policies: Recognition of Prior Learning
Complaints and Appeals Resolution

Related Forms: Credit Transfer Application Form

Review Date: August 2016

Version Number: 1.0

Policy Complies with:

Version Number	Approval Date	Amendment
1.0	August 2015	Development of policy for clarification of process. Policy need identified in Continuous Improvement process.