

Credit Transfer Policy

Ownership

This policy is the responsibility of TrEd College Registered Training Organisation.

Scope

TrEd College has established this Credit Transfer Policy to support the Australian Skills Quality Authority (ASQA) Standards for Registered Training Organisations (RTO) 2015. The Policy has been developed and implemented by the TrEd College team to support and provide clear instruction and guidance to program Applicants and TrEd College RTO Personnel in the review and process of applications for Credit Transfer received by Applicants. This policy applies to all cases where an Applicant seeks credit for previously completed and formally assessed learning.

Our Commitment

TrEd College is committed to ensuring its practices comply with the Standards for Registered Training Organisations (RTO) 2015 in recognising the qualifications and statements of attainment awarded to Applicants by other Registered Training Organisations (RTOs).

What is Credit Transfer?

Credit transfer is the process of recognising an Applicant's learning achieved through the formal education and training process. The Australian Qualifications Framework (AQF) explains credit transfer as follows; *“Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.”* **(Credit Transfer)**

TrEd College interprets this as Applicants and potential Applicants who already hold a qualification(s) or statements of attainment from other RTOs which covers the same units of competency as those covered in the relevant TrEd College course or program, will have these achievements recognised by TrEd College and will receive the appropriate transfer of credit against TrEd College RTO programs.

When Does Credit Transfer Occur?

Credit Transfer seeks to match the learning outcomes of previously completed training in specific unit(s) of competency, to those of the current program for which a Learner is seeking recognition of prior studies. Where an Applicant has completed a program of study from another provider that covers the same (or superseded but equivalent to) unit(s) of competency, the Applicant may apply to TrEd College to have these unit(s) of competency recognised towards the same (or equivalent) unit(s) of competency covered in a relevant program offered by TrEd College. This allows the Applicant to be awarded the unit(s) of competency in the “new” program offered by TrEd College without having to repeat the assessment for this unit. There is an administration fee for Credit Transfer which is set out in the Student Handbook for the relevant program of study and in the TrEd College Fees, Charges and Cancellations Policy. Credit Transfer will only be awarded if evidence of the qualification/statement of attainment achieved by the Applicant or potential Applicant is received by TrEd College in the form of a certified copy of results and/or academic transcript.

<p>resolution process.</p>	
<p>There is an application fee for Credit Transfer which is set out in the Student Handbook for the relevant program of study and in the TrEd College Fees, Charges and Cancellations policy. Should the application for credit transfer become an application for recognition of prior learning (RPL), the associated fees and charges for this process will be applied.</p> <p>When the Applicant completes the program of study for which the application for Credit Transfer was granted, a statement of attainment and/or record of results will be printed and supplied to the Applicant. The document(s);</p> <ul style="list-style-type: none"> • will include the units of competency for which a credit transfer was applied <p>TrEd College will maintain accurate records which will demonstrate that Credit Transfer was applied, and for which units of competency on the Applicant's file.</p>	<ul style="list-style-type: none"> • TrEd College Consultants • TrEd College Consultants
<p>TrEd College require that an Applicant must have completed the relevant study for which they wish to gain credit within five years of the date of application for Credit Transfer.</p>	<ul style="list-style-type: none"> • Applicant

Associated Documentation

- Student Handbook
- TrEd College Policies and Procedures
- TrEd College Complaints and Appeals Policy
- TrEd College Fees, Charges and Cancellations Policy
- TrEd College Recognition of Prior Learning Policy
- TrEd College Application of Credit Transfer form
- TrEd College Outcome of Credit Transfer Application form
- TrEd College Complaints and Appeals form
- TrEd College Complaints and Appeals register

Policy Author:	Quality Compliance and Governance Manager
Policy Owner:	Director of Operations
Contact:	Loretta.fiese@tredcollege.edu.au
Approved by:	Director/Chief Executive Officer of TrEd Healthcare College
Policy Status	Pending
Responsibilities for Implementation:	<ul style="list-style-type: none"> • Sales and Marketing • Admissions • Director of Operations • Director of Training and Development • Student Support Services Manager • Student Services Support Team
Key Stakeholders:	<ul style="list-style-type: none"> • Chief Operating Officer • Director of Operations Manager • Director of Training and Development • All Sales and Marketing staff • All VET Trainers • All VET students • Student Support Services Team