



Credit Transfer

In accordance with Clause 3.5 of the Standards for RTOs 2015, it is a requirement of United Institute to accept and provide credit to learners for units of competency and/or modules, unless licensing or regulatory requirements prevent this.

A key pillar of the national VET system is that nationally endorsed qualifications, skill sets and units of competency are recognised and portable across the country – regardless of where they are issued. If a student provides suitable evidence, that they have successfully completed a nationally recognised unit or module, it is a requirement that we provide credit for the successfully completed unit or module. Suitable evidences include AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or an authenticated VET transcript issued by the Registrar.

It is important to note that credit transfer is not recognition of prior learning. Recognition of prior learning is a form of assessment and is addressed in our Recognition of Prior Learning policy.

General Credit Transfer Principles

In providing credit to learners, United Institute will be guided by the following:

- All learners are entitled to apply for a credit transfer in a nationally recognised training program in which they are enrolled into;
- Learners will be encouraged to apply for a credit transfer prior to the commencement of their training program – United Institute engages with the learner during the enrolment process, asking if they would like to apply for credit;
- There are no fees applicable for a learner to apply for a credit transfer, and we do not receive any funding when a credit transfer is approved;
- Learners may not apply for a credit transfer for all of the units of competency in a training program – they must participate in the training and assessment in at least one unit of competency;
- Only award credit for the equivalent unit or module, as published on the National Register;
- Learners may only apply for a credit transfer for units which are included on our scope of registration;
- If the credit sought for has a different title or code to the unit or module held by the learner, it is necessary to establish their equivalency – this information can be found in the mapping guide published on the National Register of VET;

- Where there is no mapping available for the unit or module which has been deemed as not equivalent, the credit cannot be granted to the learner – in these circumstances, the learner may want to apply for a recognition of prior learning instead;

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- Where a unit of competency has been superseded and not equivalent, a credit transfer will not be granted – in these circumstances, the learner may want to apply for an RPL instead; and
- Any AQF certification documentation provided as evidence of attainment of a unit or module will need to be verified.

Responsibilities

The CEO is responsible in developing and ensuring the compliance of this policy in the organisation.

The Student & Administration Support personnel is responsible for:

- Processing the credit transfer applications;
- Liaising with the CEO, Trainer & Assessor, learner as well as any other staff members where necessary to facilitate the processing of the application; and
- Managing all of the data entries and notes in the student's file on RTO Manager relating to the learner's credit transfer.

The Trainer & Assessor is responsible for undertaking any mapping of inequivalent units or modules in credit transfers sought for by a learner and complete the Assessment Mapping document (where required).

Acceptable Evidences for a Credit Transfer Application

Learners will need to provide us with evidences which have been certified as true copies of the original by a person who is authorised as a witness for statutory declarations under Statutory Declarations Regulations 2018 – Schedule 2.

The evidences acceptable are:

- AQF certification documentation issued by an RTO or an AQF authorised issuing organisation, such as:
 - Qualification testamur and the Record of Results; or
 - Statement of Attainment.
- Authenticated VET transcripts issued by the Registrar.



Credit Transfer Procedure

- 1 Review Credit Transfer application form** – when the application is submitted by a student, check that the form submitted is completed in its entirety and signed, and the supporting evidences – AQF certification documentation or their authenticated VET transcript have been certified correctly. Advise them of the process and inform them that we will contact the other RTO to confirm the validity of their attained competencies.
- 2 Verify supporting evidences provided** – contact the other RTO to confirm the learner has attained the competencies as listed in the Credit Transfer application form. The verified copies of the documentation are to be scanned into the student's file on RTO Manager and notes recorded containing the information on when the other RTO was contacted (i.e. time and date), with whom we spoke to at the other RTO, and the information provided.
- 3 If units or modules are equivalent** – where the unit code and title applied for matches the exact unit(s) in the training program, the Student & Administration Support personnel can approve the credit transfer application and submit it to the CEO for final approval. Once the CEO has given the final approval, the student's file is to be updated on RTO Manager and the student sent a letter informing them that the credit has been approved. Ensure that the form and the supporting evidences have been saved to the student's file on RTO Manager.
- 4 If units or modules are not equivalent** – reach out to the assigned Trainer & Assessor for the relevant training program and have them undertake a mapping process of the inequivalent units to ascertain the eligibility of the learner for a credit transfer, and complete the Assessment Mapping document. Once the Trainer & Assessor has completed the mapping process and the Assessment Mapping document is sent to the Student & Administration Support personnel. Based on the outcome of the mapping process, the Student & Administration Support personnel is to either approve or decline the credit transfer application. The Student & Administration Support personnel is to approve of the credit transfer if all requirements of the unit are met or decline the application if there are gaps identified. Where there are gaps identified, the student can instead undertake a recognition of prior learning process instead. The form together with the Assessment Mapping document is to be provided to the CEO for review and final approval or rejection. Once the CEO has given the final approval or rejection, the student's file is to be updated on RTO Manager and the student sent a letter informing them that the credit has been approved. Ensure that the application form, the supporting evidences and the Assessment Mapping document have been saved to the student's file on RTO Manager.



- 1 International students only** – where the credit transfer is granted before the issue of a student visa, the course duration will be indicated on the Confirmation of Enrolment document. Where credit transfer is granted after the issue of a student visa, the amended course duration will be reported via PRISMS within **14 business days** and a new Confirmation of Enrolment will be issued.

Credit Transfer Process Flow-Chart

Credit Transfer application form received

Confirm that the supporting evidences are provided and certified correctly

Review Credit Transfer application form

Trainer & Assessor for the course is to undertake a mapping exercise and complete the Assessment Mapping document

Units equivalent?

File all evidence in the student's file on RTO Manager

N

Y

Credit awarded

Inform student of the process

Confirm validity of competencies with other RTO

CEO to sign off on final approval

Assessment Mapping document to be provided to Student & Administration Support personnel for approval or rejection of credit transfer application

CEO to sign off on final outcome

Inform student of the outcome

Credit Transfer application form received

Confirm that the supporting evidences are provided and certified correctly

Review Credit Transfer application form

Trainer & Assessor for the course is to undertake a mapping exercise and complete the Assessment Mapping document



Units equivalent?

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