

Purpose:	This procedure has been developed to ensure that selectability Training has a system in place to recognise qualifications and statements of attainment to effectively process Credit Transfers (CT)
Reference:	ASQA – Standards for Registered Training Organisations (RTOs) 2015 Provide credit for prior studies (Clause 3.5)
Who is responsible:	The Administration Officer is responsible for processing credit transfer applications and for entering all outcomes in the SMS once all measures have been taken into consideration.
When:	Within 14 working days of receiving an application with complete details and verified evidence
Policy:	selectability Training accepts and provides credit to learners for units of competency (UOC) where these are evidenced by: <ul style="list-style-type: none"> a. AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or b. authenticated VET transcripts issued by the Registrar, or c. USI transcript containing training outcomes data post 2015
Process:	<p>Clause 3.5. The RTO accepts 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"> a. AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or b. authenticated VET transcripts issued by the Registrar. <ol style="list-style-type: none"> 1. Students are informed of the Credit Transfer application process prior to enrolment in the Student Handbook. 2. During the online enrolment process, the student will be required to indicate whether they are considering a CT application as part of the process. 3. A CT/RPL form is automatically sent to all applicants upon submission of the online enrolment form – regardless of their response to point #2 above. 4. The Administration Officer conducts the CT Process and this is discussed directly with the student by the trainer/assessor as part of the LLN Debrief conversation, which is a mandatory part of the enrolment process. The Trainer/ Assessor will notify about the RPL Process at this time again. 5. It is the student's responsibility to provide sufficient evidence to support their application for credit transfer. The evidence should be either: <ul style="list-style-type: none"> a. AQF certification documentation issued by another RTO or AQF authorised issuing organisation, or b. Authenticated VET transcripts issued by the Registrar, or c. A valid USI transcript 6. Once selectability Training has received the completed credit transfer application and corresponding evidence, the Administration Officer will review all documentation noting which units of competency are to be granted with a credit transfer and apply the outcome to the student's record on the Student Management System within 14 working days. 7. The Administration Officer will then contact the student in writing notifying if the request was granted or denied ~ if granted the student will be advised as to what units they have received credit transfer for. 8. All information regarding the credit transfer application will be recorded on the Student Management System and evidence retained in the student file.

	<p>9. In circumstances where a direct credit transfer cannot be approved for a unit of competency due to an update in the training package, the student will be offered the opportunity to apply for RPL.</p>
<p>Relevant Records</p>	<ul style="list-style-type: none"> ▪ Student Handbook ▪ Enrolment Form ▪ CT Application Form ▪ Student File ▪ Student Management System ▪ LLN Debrief Records