

RTO-POL-10

Purpose:	This policy has been developed to ensure that selectability Training has a system in place to recognise qualifications and Statement of Attainment and 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 Trainer/Assessor is responsible for verifying the credits. RTO Administration Officer is responsible for processing credit transfer applications in database. The Administration team are responsible for entering all outcomes in the Student Management System (SMS) once all measures have been taken into consideration.
When:	Upon receiving an application.
Definitions:	<p>Credit Transfer (CT) – a system whereby successfully completed units of study contributing towards a degree or diploma can be transferred from one course to another.</p> <p>Student Management System (SMS) – Student Management Systems are comprehensive management software applications that streamline student records, attendance, grades, and courses.</p> <p>Australian Qualification Framework (AQF) – is the national policy for regulated qualifications in Australian education and training.</p> <p>Vocation Education Training (VET) – pathways for people, including those seeking further education and training and those seeking employment-specific skills.</p> <p>Recognition of Prior Learning (RPL) – is a process that assesses the competency – acquired through formal and informal learning – to determine if the person will meet the requirement for a unit of study.</p>
Policy:	<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"> ✓ AQF Certification documentation issued by any other RTO or AQF authorised issuing organisation, or ✓ authenticated VET transcripts issued by the Registrar
Process:	Students are informed of the CT application process prior to enrolment in the Student Handbook. During enrolment the Administration team will discuss CT requirements with the student as per the pre-training review. Students who wish to apply for CT are required to submit their transcripts in their online enrolment form submission, and to be discussed with the Trainer/Assessor throughout the LLN Debrief.

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	<p>It is the student’s responsibility to provide sufficient evidence to support their application for credit transfer. The evidence should be either:</p> <ul style="list-style-type: none"> ✓ AQF certification documentation issued by another RTO or AQF authorised issuing organisation, or ✓ Authenticated VET transcripts issued by the Registrar <p>Once selectability Training has received the completed credit transfer documentation, the RTO Administration Officer will review all documentation, complete the RPL/CT form noting which units of competency have been granted with a credit transfer and make a decision within 10 working days. The RTO Administration Officer will then issue written confirmation of approved Credit Transfers, and the student will be advised of the cost breakdown in the format of an invoice.</p> <p>All information regarding the credit transfer application will be recorded on the Training Plan and SMS and evidence retained in the student file. 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>
Relevant Records	<ul style="list-style-type: none"> ✓ Student Handbook ✓ Student File ✓ Pre-training Review ✓ Enrolment Form ✓ CT Application Form ✓ Training Plan