



UTP25 – Credit Transfer Policy and Procedure

Title: UTP25 - Credit Transfer Policy and Procedure
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1. Policy

UTAIT acknowledges its obligation as a Registered Training Organisation to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework, being 'units of competence' awarded and accurately identified in statements of attainment and qualifications.

This policy and procedure document is to ensure quality, integrity and consistency in recognising and assessing prior learning and competencies. It also ensures compliance with the VET Quality Framework and underpins the AQF National Principles and Operational Guidelines for Recognition of Prior Learning.

2. Scope

This policy and procedure applies to all courses on UTA Institute of Technology's (UTAIT) scope of registration. It also applies to all current and future students of the institute, who wish to apply for recognition of prior learning and/or a credit transfer of competencies which have been previously formally attained.

3. Responsibilities

The Credit Transfer policy is the responsibility of the Director - Compliance

4. Definitions

Recognition	A term used that refers to RPL and RCC.
Recognition of Prior Learning (RPL)	RPL as a process of assessing a candidate's formal, informal and other learning and work experiences to determine the level of competence of the student in line with the outcomes contained within any particular Vet qualification.
Recognition of Current Competence (RCC)	RCC applies if a client has previously successfully completed the requirements for a unit of competency or module and is now required (for example by a licensing authority) to be reassessed to ensure that the competence is being maintained. In this case no extra skill or competencies are nationally recognised. (AVETMISS)

Credit Transfer	<p>Assesses the requirements of an initial course or subject that the individual is using to claim access to, or the award of credit in, the destination course. The assessment is used to determine;</p> <ul style="list-style-type: none"> ▪ The extent to which the achievement of the previous qualification is equivalent to the required. ▪ Learning outcomes, competency outcomes, or standards in another qualification. This may include credit transfer based on formal learning that is outside the AQF framework.
RTO	<p>Registered Training Organisation Registered training organisations (RTOs) are those training providers registered by ASQA (or, in some cases, a state regulator) to deliver VET services.</p>

5. Content

UTAIT defines Credit Transfer as the recognition of skills achieved through formal learning and assessment. Credit Transfer allows a student to be awarded a unit of competency based on successful completion of the unit which has been previously awarded.

Under the Standards for Registered Training Organisations, qualifications and statements of attainment issued by any RTO are accepted and recognised by UTAIT. This is based on the assumption that the unit of competence being recognised is the same unit of competence or a revision of that unit which is equivalent to unit being sought.

If credit transfer is being sought for a unit of competence which has a different title or code, then it is necessary to establish the equivalence between the unit held and the unit being sought. This is done by either confirming unit equivalence with the National Register of information on Training Packages, Qualifications, Courses and Units of Competency (TGA Website) or by comparing mapping documents contained within the training package itself.

As a general guide, if there is no such mapping available then we are not obliged to recognise the unit through credit transfer. In these circumstances, the applicant should be referred for recognition in accordance with our Recognition policy and procedure.

6. Evidence Requirements

An applicant will be required to present his or her statement(s) of attainment or qualification(s) for examination by UTAIT. These documents will provide the detail of what units of competence the

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applicant has been previously issued. Applicants must provide satisfactory evidence that the statement of attainment or qualification is theirs and that it has been issued by an Australian RTO. Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework, First Edition, 2011. The applicant is required to submit copies only which are certified as a true copies of the original by a Justice of the Peace (or by a representative of UTAIT).

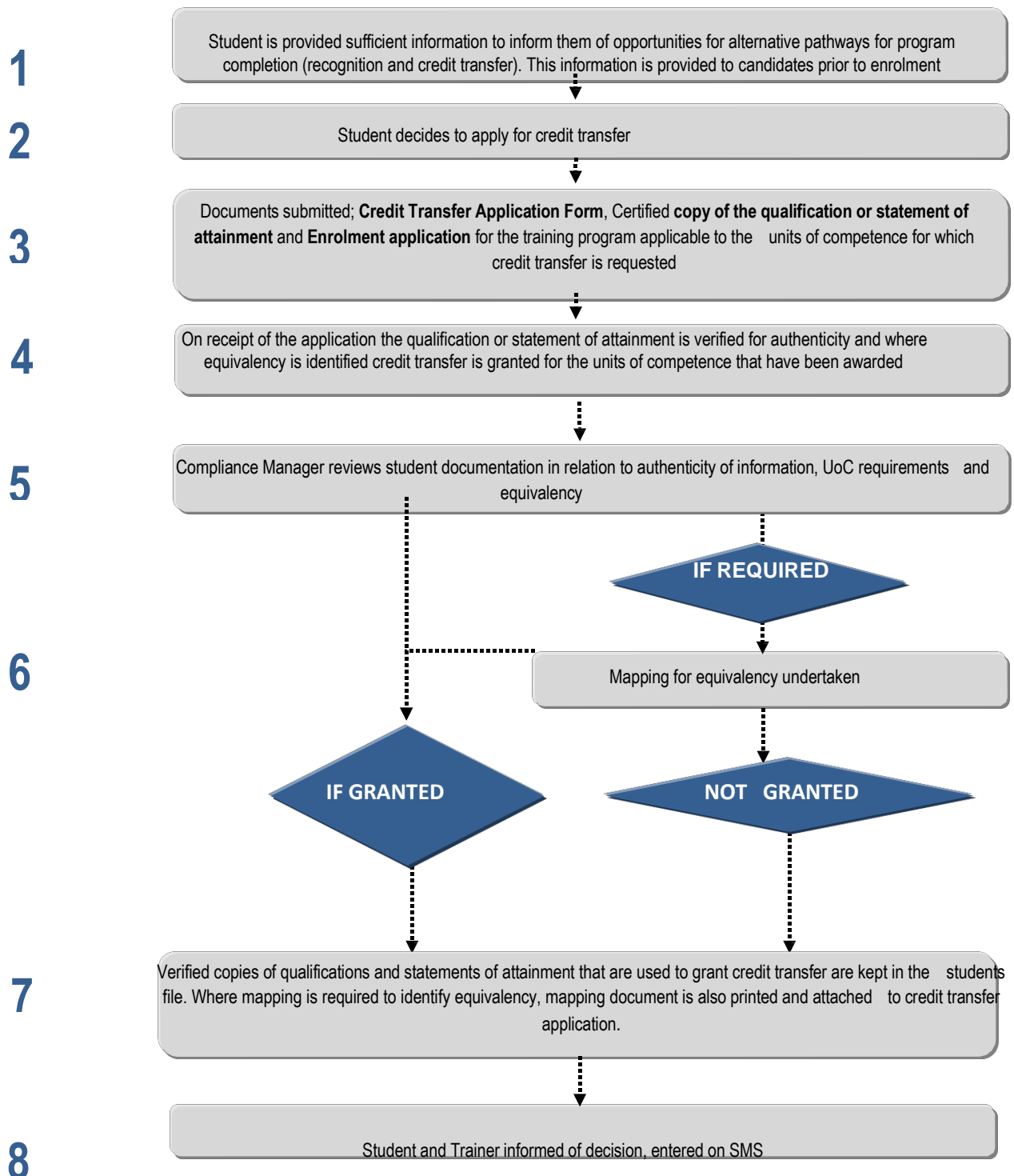
7. Credit Transfer Guidelines

The following guidelines are to be followed when an application for credit transfer is received:

- All students are entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
- Students may not apply for credit transfer for units of competence or qualification which are not included in our scope of registration.
- Whilst students may apply for credit transfer at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- The student does not incur any fees for credit transfer.
- Credit transfer may only be awarded for whole units of competence. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and the applicant will be advised to seek recognition.
- Credit transfer will only be issued when the student's enrolment includes at least one other unit of competence for which the student is participating in training or is seeking recognition. Student may not enrol only for credit transfer.
- Where the units of competence do not align to the unit requested for credit transfer, further information is sought from the Training Package and Industry Skill Council.
- Only verified copies of qualifications and statements of attainment are used as the basis for granting credit transfer.
- Completed credit transfer applications are signed by the student and the UTAIT Director - Compliance and retained on the student's file at UTAIT with all relevant accompanying documentation.
- Students are notified in writing of the outcome of their application. This may include issuing statements of attainment or qualifications awarded through credit transfer in accordance with our Qualifications Issuance policies and procedures.
- Contemporaneous notes are kept in Student Management System outlining the students Credit Transfer request.



8. Procedure





Institute of Technology

Revision History

Version	Continuous Improvement Reason	Continuous Improvement Change
1.0	Original document	
1.1	=	

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