Policy and Procedure

Name:	**VET - Credit Transfer Policy**
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Approved by:	Group Quality, Accreditation & Compliance Manager
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Maintenance Owner:	Group Quality, Accreditation & Compliance
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SECTION 1 – INTRODUCTION

PURPOSE
Qualifications and VET Statements of Attainments issued by another Registered Training Organisation will be recognised. Processes are in place for managing Credit Transfers and information is included in the Student Handbook.

SCOPE
This policy and procedure applies to all, students and prospective students of vocational courses, and the staff of Academy of Information Technology (AIT), including its brands Left Bank and Coder Academy Australia staff.

SECTION 2 – POLICY

POLICY
iscd ensures that participant information and relevant marketing material contains advice that **iscd** will recognise AQF qualifications and statements of attainment issued by other registered training organisations.

Participants seeking mutual recognition for AQF qualifications and/or statements of attainment awarded by another recognised training organisation must present the original documents for sighting or a certified copy of original documents. Verified copies are to be kept on the individual participant's file.

iscd ensures that its Education and Student Services teams are provided with guidelines and professional development in relation to credit transfer.

Credit Transfer is offered at no cost. The exception is where Credit Transfer is applied for a full qualification, in which case an administration fee of $350.00 applies, which covers the cost of issuance of AQF documentation.

SECTION 3 – PROCEDURE

CREDIT TRANSFER
In order to apply for credit transfer, the **student** should complete the following steps:

1. Complete the 'Credit Transfer Form'.
2. Attach a certified copy of the transcript from the issuing RTO and highlight the units you wish to have applied to your current enrolment.
3. Submit completed 'Credit Transfer Form' and transcript(s) to **iscd.**
4. **iscd**, in consultation with the relevant educator, will review and confirm whether the student is eligible for Credit Transfer within five (5) working days providing all necessary

documents have been submitted. A longer period may be required where full assessment is required, particularly at peak enrolment times.

5. If the student is eligible, the result will be applied to the unit within the Student Management System.

6. **iscd** will advise the student in writing of the outcome of the credit transfer application:
   a. Student is eligible for credit transfer and the result has been entered into the Student Management System, or
   b. Student is not eligible for credit transfer and the reason why.

In processing the Credit Transfer and RPL request forms, **iscd** staff will complete the following steps:

1. Applicants are required to authorise release of information, which allows **iscd** to verify the qualification and/or statement of attainment.

2. The **iscd** educator/assessor is to validate the AQF qualification and/or statement of attainment presented for mutual recognition by contacting the issuing authority.

3. Overseas and domestic academic qualifications presented for an application for course credit will be authenticated by:
   - original documents (i.e. award and transcript of results) being provided by the candidate to the authorised by the **iscd** representative; or
   - copies of the original documents (i.e. award and transcript of results) being provided by the candidate which have been notarised by a Justice of the Peace or equivalent authority.

4. Verified AQF qualifications and statements of attainment are to be fully recognised and appropriately recorded on the participant's file.

5. AQF qualifications and statements of attainment unable to be verified will not be recognised and the participant asked to provide further verifiable evidence if possible.

6. Non-verified claims for mutual recognition are to be recorded on the individual participant's file, together with details of any requests for further information and/or counselling undertaken.

SECTION 4 – REFERENCE AND SUPPORTING INFORMATION

SUPPORTING DOCUMENTATION

Document name	Document type	Location
Credit Transfer Form	Form	Internal
Student Handbook	Handbook	External website

SECTION 5 – GOVERNANCE

CHANGE HISTORY			
Version	**Approval Date**	**Approved by**	**Change**
Version 1.0	**03/03/2017**	**GM**	**New policy and procedure**
	06/03/2018	**Compliance Manager**	**Review/approval by new Compliance Manager**
Version 1.1	24.03.2020	Group Quality, Accreditation & Compliance Manager	Review and update to new format