



Credit Transfer Policy and Procedure

1. Policy

This policy ensures that AITI will recognise the AQF Qualifications and Statement of Attainments issued by any other Registered Training Organisation.

The underlying principle of Nationally Recognised Training is that a student does not have to repeat training and assessment that has already been undertaken.

AITI will ensure the following definition of Credit Transfer is implemented:

Credit Transfer: Credit transfer assesses the initial course or subject that an individual is using to claim access to, or the award of credit, in a destination course. The assessment determines the extent to which the client's initial course or subject is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning that is outside the AQF.

2. Procedure

2.1 General information for individuals

All prospective and enrolling individuals must be informed in either print or electronic form of the opportunity to apply for Credit Transfer. Students are informed of credit transfer process in the Student Information Handbook, and are asked to identify if they would like to apply for a Credit Transfer in the Enrolment Form. Individuals can also apply for Credit Transfer at any time.

2.2 Student request for Credit Transfer

- If a student wishes to apply for Credit Transfer they must complete the *Credit Transfer Application Form* (Appendix A) and include appropriate evidence to support the Credit Transfer application.
- The *Credit Transfer Application Form* will specify the Units of Competency that the student is applying for Credit Transfer.
- There is a Credit-Transfer Application Fee of \$100 per Unit of Competency title applied for. Applications will not be processed until payment is received (unless there are specific circumstances where AITI has waived the RPL Application Fee).
- The student is required to submit this application with payment of the fees and any associated evidence to the Student Administration Department or the Training Coordinator.
- Upon receipt of a valid Credit-Transfer Application, the Admissions/Admin Officer will place the Application in the Credit-Transfer File, and enter the following details into the RPL-CT Register: the date, their name, the student's name and student id number (see *RPL Register*).
- The Admissions/Admin Officer will notify the Training Coordinator and Compliance Officer by email that an Credit-Transfer Application has been received and registered.

2.3 Assessment process

The assessment of all Credit-Transfer Applications will be undertaken by the Training Coordinator. Any Credit-Transfer applications received by Student Administration shall be passed to the Training Coordinator for assessment.

All Credit-Transfer applications must be supported by appropriate evidence. This may be in the form of Nationally Recognised Qualification or Statement of Attainment indicating exactly the same code and title as those included in the student application, or other documents of equivalence that are outside the AQF.

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- All original documents such as certificates etc. must first be sighted by the Trainer Coordinator and copied. The copy must include the date, as well as the signature and printed name of the Training Coordinator.

After the review of the application has been completed, the Training Coordinator will determine if approval for Credit-Transfer is to be Granted or Not Granted - where appropriate evidence is provided with the Credit Transfer application, the Training Coordinator must grant the Credit Transfer. The result is to be recorded in the 'Office Use Only' section on the final page of the *Credit-Transfer Application* form. If Credit-Transfer is Not Granted, the reason will also be detailed in this section.

Where Credit Transfer is 'Granted' this information will be communicated in writing to the applicant within 10 business days of completion of the assessment, and the Qualification/Statement of Attainment will then be issued or the training program adjusted accordingly.

Where Credit Transfer is 'Not Granted', students will be notified in writing of the outcome within 10 business days of completion of the assessment. The written communication to the student is to include a reason for refusal (where applicable).

- The Training Coordinator will place all documentation relating to the application in the Student File and complete the relevant section in the *RPL-CT Register*.

2.4 Administration Follow-Up

- The Training Coordinator will enter the relevant details into the *CT Notification* form, and send an electronic version to the Admissions/Admin Officer by email.

• FOR DOMESTIC STUDENTS

- The Admissions/Admin Officer will print and dispatch a *CT Notification (Original)* and a *CT Notification (Copy)* to the Student. Note that the result of the Credit-Transfer application must be communicated in writing to the student within 10 business days of completing the assessment.
- Where Credit-Transfer has been granted, the Admissions/Admin Officer will update the Student's enrolment information.
- The student must return the *CT Notification (Copy)* to AITI after signing the Student Declaration. The Admissions/Admin Officer will add the *CT Notification* to the Student File, and complete the final entry in the *RPL-CT Register*.
- The Credit-Transfer application, assessment, and administration follow-up processes will then be complete.

• FOR INTERNATIONAL STUDENTS

- The Training Coordinator must identify the reduction in study time required based on the units which have been granted Credit Transfer approval, and notify the Admissions/Admin Officer by email.
- The Admissions/Admin Officer will adjust the Student's CoE to reflect any reduction in the duration of study, and notify the Operations Manager by email. The reduction in study duration will be reported by the Operations Manager via PRISMS.
- The Admissions/Admin Officer will print and dispatch an *CT Notification (Original)* and an *CT Notification (Copy)* by mail to the Student. Note that the result of the application must be communicated in writing to the student within 10 business days of completing the assessment.
- The Student must return the *CT Notification (Copy)* to AITI after signing the Student Declaration. The Admissions/Admin Officer will add the *CT Notification (Copy)* to the Student File, and complete the final entry in the *RPL-CT Register*.

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- The Credit-Transfer application, assessment, and administration follow-up processes will then be complete.

2.5 Procedure Oversight

Once a Credit-Transfer Application has been received and registered, and the Admissions/Admin officer has notified the Training Coordinator and Compliance Officer, the Compliance Officer will review the *RPL-CT Register* on a weekly basis to review the progress of the application.

2.6 Appeals

Where the outcome of a Credit-Transfer application is not granted and the student disagrees with the outcome, they should first try to resolve the matter informally. Where the outcome remains unresolved following informal discussions, the individual may appeal the decision by using the methods outlined in the *Complaints and Appeals Policy and Procedure*. This policy and procedure can be gained from the AITI website, Student Administration Department, and is also found in the Student Information Handbook. The request for an appeal must be lodged in writing no later than 10 business days from notification of the outcome of the application.

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