

## 1.03.845 CREDIT TRANSFER

### WHAT YOU NEED TO KNOW – KEY TAKE OUTS

- IRT will ensure that students' achievements issued by other Registered Training Organisations (RTOs) are appropriately recognised according to legislated and regulatory requirements.

**Always read this Policy in conjunction with the Related Procedures identified below.**

<b>Policy Principles</b>	<p>IRT Academy acknowledges the requirement as a RTO to recognise the awards issued by other RTOs.</p> <p>Credit Transfer 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.</p>
<b>Purpose</b>	<p>To meet the requirements of:</p> <ul style="list-style-type: none"> <li>• National Vocational Education and Training Regulator Act 2011; and</li> <li>• Standards for Registered Training Organisations 2015</li> </ul>
<b>Risk Statement</b>	IRT has zero appetite for risk of failing to comply with legislation.
<b>Scope</b>	Covers all IRT Academy employees and/or third parties acting on behalf of IRT Academy.
<b>Related Procedure</b>	See IRT Academy Procedures Manual
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• Credit Transfer (RCC) Application Form</li> <li>• IRT Academy Procedure Manual</li> <li>• Policy 1.03.805 Skills and Qualification Recognition</li> </ul>
<b>Compliance Requirements</b>	<ul style="list-style-type: none"> <li>• National Vocational Education and Training Regulator Act 2011</li> <li>• Standards for RTOs 2015</li> <li>• ASQA website <a href="http://www.asqa.gov.au">www.asqa.gov.au</a></li> </ul>
<b>Policy Owner</b>	Group Head IRT Academy
<b>Effective Date</b>	April 2021
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<b>Content Manager Reference Number</b>	EDOC2021/0023975

## 1 AGED CARE QUALITY STANDARDS & RELEVANT LEGISLATION

This policy has been written to align with the Aged Care Quality Standards and other relevant legislation and regulation. The following table explains the link between this policy and the relevant external requirements.

Standard / Legislation	What this Means
Standards for RTOs 2015	To ensure the RTO meets the regulatory standards for RTO operation and related legislation (see above).

## 2 POLICY DETAILS

### 2.1 What is credit transfer?

Credit transfer is the recognition of learning achieved through formal education and training. Under the Standards for Registered Training Organisations 2015, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit transfer allows a student to be awarded a unit of competency based on successful completion of the unit which has been previously awarded.

### 2.2 When unit codes and titles are different

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. In many cases this information can be found in mapping guide published in the relevant Training Package. If the units are not equivalent as indicated by mapping guide, the applicant should be referred for recognition in accordance with the IRT Academy Skills and Qualifications Recognition Policy and procedures.

### 2.3 Evidence requirements

An applicant will be required to present his or her statement of attainment or qualification for examination by IRT Academy. These documents will provide the detail of what units of competence the 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. The applicant is required to submit copies which are verified with the issuing RTO and/or through authenticating the information by directly accessing the USI transcript online (see tips for compliance later in this section).

### 2.4 Credit transfer guidelines

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

- Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
- 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 and we do not receive any funding when credit transfer is granted.
- 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. Students may not enroll only for credit transfer.

In Practice Example: Jessica X has enrolled in the Certificate IV in Ageing Support. Jessica has a current Certificate IV in Leadership and Management. Jessica applies to IRT Academy (the Academy) for credit transfer for the unit; BSBLDR411 Demonstrate leadership in the workplace. The Academy reviews the transcript and follows the Academy procedure for credit transfer and approves the application as the unit complies with the qualification rules.

### 3 ROLES AND RESPONSIBILITIES

Role	Responsibility
Policy Owner – General Manager IRT Academy	<ul style="list-style-type: none"> <li>• Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.</li> </ul>
Policy Monitor – Training and Compliance Manager	<ul style="list-style-type: none"> <li>• Ensure day to day implementation and compliance with policy.</li> </ul>
Policy Implementation-Trainer/Assessor, RTO Business Manager, Student Administration Officer	<ul style="list-style-type: none"> <li>• Implement procedure as per IRT Academy Procedure Manual.</li> </ul>

### 4 DEFINITIONS

In this Policy, words have the following meaning:

Term	Definition
RPL	Recognition of Prior Learning
RTO	Registered Training Organisation
USI	Unique Student Identifier: USI transcript Service <a href="http://www.usi.gov.au">www.usi.gov.au</a>