

# Credit Transfer Procedure

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Step	Action	Responsibility
	<p>Assess the application and supporting documentation within ten (10) working days of the date of receipt of the application.</p> <p>Consider the request for credit transfer relating to an alternative elective outside the units in the current TAS in the light of requirements of the training product (Training Package or accredited course).</p> <p>Submit documentation to the Manager Information and Recognition or delegate if the alternative unit meets the requirements of the training product and documentation passes the initial screening process for authenticity.</p>	
	<p>Within 3 working days of receiving advice from the Head of Department, screen the academic transcript to ensure:</p> <ul style="list-style-type: none"> <li>x the document includes the letterhead of the issuing RTO or authorised issuing organisation including name, RTO number, logo</li> <li>x name of document e.g., Statement of Results</li> <li>x student's full name e.g., Jane Smith</li> <li>x qualification code/qualification full name.</li> </ul>	Manager Information and Recognition
6b	<p><b>For applications for credit transfer NOT relating to alternative electives</b></p> <p>Check the Student Management System (SMS) to ensure availability of the unit requested for credit transfer.</p> <p>Screen the academic transcript to ensure:</p> <ul style="list-style-type: none"> <li>x the document has been printed on the letterhead of the issuing RTO authorised issuing organisation including name, RTO number, logo</li> <li>x name of document e.g., Statement of Results</li> <li>x student's full name e.g., Jane Smith</li> <li>x qualification code/qualification full name</li> <li>x year of each unit enrolment</li> <li>x unit code/unit full name</li> <li>x result for each unit</li> <li>x legend showing meaning of result codes</li> <li>x date the record was issued</li> </ul>	Manager Information and Recognition

Step	Action	Responsibility
	<ul style="list-style-type: none"> <li>x identity of the authorised person in the issuing organisation</li> <li>x issuing organisations seal or other forms of protection such as such as the use of polymer paper, watermarks, document numbers.</li> <li>x contacting the issuing body where required</li> </ul> <p>Where one unit of competency does not have the same national code but meets all the requirements of another unit of competency, request mapping of competencies by the relevant Head of Department.</p>	
	Undertake mapping where the claim for credit transfer relates a unit/s from another Training Package/curriculum Complete Credit Transfer Mapping template and forward to Head of Department Education Quality for approval.	Head of Department
7	<p><b>All applications</b></p> <p>Where the authenticity of the certification documents is in doubt advise the student that the authenticity is not verified and the reasons.</p> <p>Provide the student with the opportunity to provide further evidence to support an application for credit transfer.</p>	Manager Information and Recognition

Verify the application and:

- x the modules/units added to the student enrolment; and
- x the application
- x e

