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# Credit Transfer Policy

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## Purpose

Under the Standards for RTO 2015 (Clause 3.5), GBC must accept and provide credit to students for units of competency and/or modules issued by any other RTO or AQF authorised issuing organisation or authenticated VET transcripts issued by the Registrar of Unique Student Identifier (unless licensing or regulatory requirements prevent this).

This policy supports the ESOS National Code 2007 Standard 12.

A student shall not be required to repeat training and assessment in a unit or module that they have already been assessed as competent. Credit Transfer reduces the cost and amount of learning required to achieve a qualification.

This applies only to GBC VET Students.

## Overview

GBC will grant course credit to students with suitable prior learning or experience. Course credits can be gained by a student through Recognition of Prior Learning or through Credit Transfer.

GBC will grant course credit within the ESOS Framework.

A Credit Transfer is the process of recognising a training credit for an accredited unit of competency (or module) previously completed by a student. A credit transfer may reduce the length of a student's course. If this occurs before visa grant, GBC will indicate the actual course duration in the confirmation of enrolment issued for that course. If credit transfer is granted after the visa grant the change in course duration is reported via Provider Registration and International Student Management System (PRISMS) under Section 19 of the Education Services for Overseas Students (ESOS) Act.

GBC is obligated to recognise the Australian Quality Framework qualifications and Statements of Attainment issued by other Australian RTOs.

Units of competency must be a direct transfer ('like for like') and they must fit with the training package rules for the qualification they are about to commence.

## For units that are granted Credit Transfer

The student is exempt from having to complete those units.

The units will contribute to the student's eligibility to obtain a qualification.

Credit transfers can generally only be processed when an official Statement of Attainment or Record of Results as defined by the NSSC is produced and verified (where possible) as proof that the units of competency have been attained from an RTO who is registered to deliver nationally accredited training.

It is GBC's policy that any participant who wishes to apply for Credit Transfer may do so and all requests will be considered.

## Potential/Enrolling Students

- All new students will be informed of the availability of Credit Transfer and the evidence requirements prior to commencement of training

- If a student indicates on their application form or to a GBC representative that they would like to apply for a 'Credit Transfer' – they will then be provided with the 'Application for a Credit Transfer' Form which the student must sign and return with supporting documents
- Each application will be assessed on its own merits.
- If a participant is ineligible, then their eligibility for Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC)\* or advised to complete the unit/s will be considered.
- All units of competency which have been granted under the rules of Credit Transfer will be identified as such on the participant's academic record in GBC's student management system.

### **Subsequent to Enrolment**

- A student who is studying another course at the time of their enrolment or commences another course subsequent to their enrolment and may become eligible for a Credit Transfer for any 'common units' after commencement of their course with GBC. In these circumstances, GBC will process a Credit Transfer application providing the unit/s have not already been delivered and assessed as competent by GBC.
- Any student – potential or enrolled, may appeal any decision via GBC's Complaints and Appeals process.

## **Credit Transfer application process**

### **Step 1**

#### **Application Process**

1. The student will indicate on their application form that they wish to seek Credit Transfer (or at a later date if they become eligible for Credit Transfer consideration at a later date)
2. GBC will provide them with the 'Credit Transfer Application' form
3. The student will return the 'Credit Transfer Application' form within 7 days together with a certified copy of their Statement of Results or Record of Results which must show:
  - Issuing Institute Individual units (including codes and full titles)
  - Issued date

### **Step 2**

#### **Approval process**

1. The Compliance Team will check the relevant Qualification or Training Package guide to see if the Credit Transfer application is valid.
2. If there are any units deemed eligible by the Compliance Team then the issuing institute will generally be contacted to ensure that the supporting documents are genuine and accurate (including checking the GBC RTO Manager if GBC issued the Statement of Results).

### **Step 3**

#### **Grant process**

IF the application is successful

1. The Compliance Team will mark the eligible units accordingly on the Academic Study Plan.
2. The Team will mark the units being granted Credit Transfer accordingly in RTO Manager. The Credit Transfer Application and support documentation will be stored in the student's file (this may be done electronically).
3. The student will be informed of the outcome as soon as possible.

If the application is unsuccessful. The student will be informed of the outcome immediately.

A Credit Transfer application form is not required when one of the following circumstances is applicable:

1. GBC is the issuing RTO
2. Has been provided confirmation of qualifications achieved by the Student

3. It is also noted that other RTOs may issue Statements of Attainments and Certificates electronically. GBC will accept a print out or an electronic copy. If the issuing institute is no longer in existence or cannot be contacted, Training.gov.au will be checked to ensure that:
  1. The issuing RTO did exist
  2. Did have the relevant courses and units on their scope
  3. The issuing date on the Statement of Attainment is in line with the operating dates
  4. If these match, it will be taken in good faith that the document is genuine until such a time that it is proven to be otherwise.

The Compliance Team must be consulted if any doubts are held or a submitted document was unable to be verified as authentic.

If a student is unable to produce an SoA or Record of Results within 7 days of enrolment, they must notify GBC otherwise it will be assumed that they do not wish to proceed with the application. GBC may choose to contact the student if the application form has not been returned within this period. If a student is later able to provide a Statement of Attainment, GBC will consider processing the Credit Transfer application providing the unit has not already been delivered and assessed as competent by GBC.

## Recognition of Academic Transcripts and other academic documents

It is noted that many TAFEs, RTOs and Higher Education providers do not issue to their students a VET Statement of Attainment or Record of Results as defined by the NSSC and may instead issue an Academic Transcript, official Letter or other academic document.

The Compliance Team must be consulted before granting Credit Transfer in these circumstances as Academic Transcripts (and other academic documents) often include all units attempted, and may include:

1. Unit enrolments deemed competent
2. Unit enrolments deemed non-competent
3. Withdrawn unit enrolments (whether commenced or not commenced)

Furthermore, Academic Transcripts and other academic documents may include codes and / or terminology specific to the issuing institute (e.g. non-AVETMISS unit outcome codes and descriptions).

It is not GBC's intention to disadvantage students in these circumstances; therefore, GBC may:

1. Request the student obtain a VET Statement of Attainment as defined by the NSSC from the issuing institution, or
2. Request the student obtain a code key on official letterhead or print out of a webpage outlining the codes used from the issuing organisation (if this is not stipulated on the transcript) or
3. Check against the student's educational history, as far as USI supports the process or
4. Contact the issuing institute for clarification.

It is important to note that the following will generally not be accepted:

- Printouts from a Student Management System (SMS) or Learner Management System (LMS)
- Copies of assessments or assessment cover sheets marked 'competent' or 'passed'.

## Variations

*GBC reserves the right to vary, replace or terminate this policy from time to time.*

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**This policy / procedure is to be reviewed a minimum of twelve (12) months from this date.**

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