Credit Transfer Policy

Standards & Legislation

This procedure incorporates the requirements of:

- National Standards for RTOs 2015

Scope

This policy applies to the Student Support Officer, Enrolment and Training staff.

Purpose

This policy ensures that Cultura Training has a process in place to recognise any AQF qualifications and Statements of Attainment issued to a student by another RTO within Australia. It also ensures that any Statements of Attainment for units identified as equivalent to those in the course in which the student is enrolling are recognised.

Overview

In compliance with Clause 3.5 of the National Standards for RTOs 2015, Cultura "accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- authenticated VET transcripts issued by the Registrar

A student may be granted a Credit Transfer for all or some of the units of competency that form part of a qualification. Where a Credit Transfer is granted for some but not all of the units of competency that form part of a qualification, the student will only need to successfully complete the outstanding units in order to gain the full qualification. This will result in reduced learning and assessment hours and course duration.

Policy

It is the policy of Cultura Training to discuss Credit Transfer with each student during enrolment, specifically during the pre-training review and pathway conversation.

Credit Transfer will be granted when a student has previously completed qualifications or units that are recognised as being equivalent to those in the qualification or unit/s the student is enrolling in.

Credit Transfer will be granted based on guidance provided in the relevant Training Package about equivalence between superseded and current Training Packages.

Credit Transfer will only be granted after the Certificate or Statement of Attainment provided by the student has been verified as authentic.

Related Documents

- Credit Transfer Procedure
- Credit Transfer and Recognition of Prior Learning Application Form
- Pre Training Review Form
- Enrolment Policy
- Enrolment Procedure

P0040- Credit Transfer Policy
Version- 1.0

Cultura Training
RTO 45814

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Approval Date: April 2023