Credit Transfer Policy and Procedure

**Purpose**

ARC Training has created this policy and procedure to provide guidelines under which students are able to have previously completed units of competency recognised by a credit transfer to comply with Standards for Registered Training Organisations (RTO’s) 2015.

**Scope**

This policy applies to all students who have previously completed units of competency which are verified as able to be credited to their current training and have been issued within the Australian Qualifications Framework.

**Definitions**

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| RTO | Registered Training Organisation |
| AQF | Australian Qualifications Framework |
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**Aim**

This policy and procedure is designed to inform students of the process to gain credit for previous study undertaken in compliance with the Standards for National VET Regulator (NVR) RTOs 2012/ Standards for Registered Training Organisations (RTO’s) 2015.

Policy

ARC Training informs all students of the availability of credit transfer for any equivalent unit of competency gained from previous studies. This ensures that students are not required to repeat any current unit of competency.

The student may complete a form which provides details of the credit sought and complete a consent form for ARC Training to verify. The decision on the credit transfer will be made and formally communicated to the student within 30 calendar days of application. Students have the right to appeal the decision and may appeal under the ARC Training Complaints and Appeals Policy and Procedure.

Procedure

1. Students are requested to bring original certificates and statements of attainment for any previous full qualifications or part qualification attained to the enrolment or induction session.
2. Students are required to complete enrolment form which identifies if they want to apply for a credit transfer. The RTO will make copies of the original evidence provided and attach it to the student’s enrolment form. The student may provide the required documentation during any stage of their enrolment.
3. The evidence submitted by the student will be lodged to the Administration Manager or elected Training Administrator for approval. The Administration Manager or elected Training Administrator will check the validity of the evidence provided and approve all eligible credit transfers, in line with relevant endorsed training package and the enrolled course outline.
4. The credit transfer will be reviewed and a result determined within 30 calendar days. The units of competency will be identified as equivalent or not equivalent to those contained in the training package rules of the qualification being undertaken.
5. If credit transfer is approved and the unit listed is not part of the student’s original training plan, the Administration Manager or elected Training Administrator is required to review the Training Package rules for the qualification for its suitability and in consultation with the Training Delivery Team and the student, revise and adjust the individual training plan if necessary.
6. The administrative staff, after advice that the Credit Transfer has been accepted, update the student’s file and the Student Management System.
7. The student is advised either:
8. that a credit transfer has been granted or
9. that a credit transfer has not been granted and full details about the decision are provided.

If a student disagrees with the credit transfer decision, they are encouraged to lodge an Appeal within 7 calendar days. The ARC Training Complaints and Appeals Policy and Procedure and the Complaints and Appeals form is available on the ARC Training website.

Requirements of Standards for National VET Regulator (NVR) RTOs 2012/ Standards for Registered Training Organisations (RTOs) 2015

ARC Training understands that all procedures must comply with the Standards for National VET Regulator (NVR) RTOs 2012/ Standards for Registered Training Organisations (RTOs) 2015, State and Commonwealth funding requirements and all other applicable legislation.