



## 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 certification and/or statement of attainment within the Australian Qualifications Framework.

### Definitions

RTO	Registered Training Organisation
AQF	Australian Qualifications Framework

### 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 Registered Training Organisations (RTO's) 2015.

## **Policy**

ARC Training informs all students of the availability of a 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 will be required to complete ARC Training Credit Transfer application form which provides details of the credit sought, and complete a consent form for ARC Training to verify with the RTO who issued the certificate or via the students Unique Student Identifier (USI) record. 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. If it is known in the first instance of engagement (phone or email) that the student seeks a Credit transfer, the Sales Team will advise the student 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 the enrolment form which identifies if they want to apply for a credit transfer. Once it is clear that the student seeks a credit transfer, the student will be asked to complete the Credit Transfer form. The Sales Team representative will make copies of the evidence provided and attach it to the student's Credit Transfer application form.
3. The completed enrolment and Credit Transfer application form along with the required documentation will be forwarded to the Enrolment Officers for processing and approval.
4. The Enrolments Officer will check the validity of the evidence provided by either calling the RTO that has issued the certificate (pre-USI implementation) or use the student's USI (with student's consent) to verify the issued qualification or statement of attainment. Copy of the USI verification for units of competency that is subject to credit transfer application must be downloaded and copied in the student records.
5. Senior Training Administrator will approve all eligible Credit Transfers, in line with the relevant endorsed training package and the enrolled course outline. If required, the Compliance Team may be sought for advice and confirmation.
6. If the Credit Transfer is approved and the unit listed is not part of the student's original training plan with ARC, the Enrolment Officer is required to review the Training Package rules for the qualification for its suitability in consultation with the Training Delivery Team and the student.
7. The Enrolment Officer will calculate the tuition fee amount that the student has to pay after the Credit Transfer has been applied
8. The Enrolment Officer will update the student's file and the Student Management System. The student is advised either:
  - a. That a Credit Transfer has been granted and total tuition fees to be paid or

- b. 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 Registered Training Organisations (RTOs) 2015

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