

Credit Transfer Policy

1 Purpose

This policy ensures that Diversitat 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.

2 Overview

In compliance with Clause 3.5 of the National Standards for RTOs 2015, Diversitat “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.

3 Scope

This policy applies to the Student Engagement Coordinator, Enrolment and Training staff.

4 Policy

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Credit Transfer will be granted based on guidance provided in the relevant Training Package about equivalence between superseded and current Training Packages.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

5 Procedure

When a student produces a Certificate or Statement of Attainment issued by another RTO that is based in Australia and is relevant to the course they are enrolling in, please follow the steps below:

- Check the unit/s for equivalence on training.gov.au
- Ask the student to activate permission for you to authenticate their Certificate or Statement of Attainment online through the student’s Unique Student Identifier (USI) at www.usi.gov.au
- The student can do this online at any time

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Policy and Procedure

- Authenticate the Certificate or Statement of Attainment through the student's Unique Student Identifier (USI) at www.usi.gov.au
- Alternatively, or in addition, you may contact the issuing RTO directly to verify the Certificate or Statement of Attainment. Please ensure you record the details of who you spoke, the date and time.
- Record the Credit Transfer in the student's Training Plan
- Record the Credit Transfer in the relevant eRoll Book
- Enter the Credit Transfer in VETtrak
- Adjust PUSH and/or SED if applicable
- Record Credit Transfer Hours in the Invoice Calculation section of the Application Checklist (FFS only)
- Retain a copy of the verified Certificate or Statement of Attainment in the student's file
- Forward a copy of the verified Certificate or Statement of Attainment to Central Claiming

6 Associated Documents

- Enrolment Procedure Manual
- Trainer Procedure Manual

7 Document Control

Document Name	Credit Transfer Policy
Approved by	RTO Manager
Summary of content (new) or amendments (revised)	Added RTO code to header. No changes to document content Document control - removed qualification lifecycle reference, approval/next revision dates and version number. Update header/footer to revised template.

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