

## Credit Transfer – VET Courses

### Policy

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<b>Issue Date:</b>	<b>Issue History:</b>
November 2014	Initial Release (V1.0)
July 2015	Reviewed (V1.0)
August 2016	Reviewed and updated related forms (V1.1)
August 2017	Reviewed and revised (V1.2) Director of Quality Assurance removed

<b>Policy Title</b>	<b>Credit transfer – VET courses</b>
<b>Purpose</b>	<p>To ensure that the decision to award Credit Transfers for a CIC VET course is based on clearly defined and transparent guidelines which ensures that all students are treated equitably and through a process which is academically defensible.</p> <p>Students have the opportunity to demonstrate current relevant learning to avoid repeating the same learning in the new qualification for which they seek to be enrolled.</p>
<b>Scope</b>	This policy applies to all students enrolled with VET Courses at CIC
<b>Policy Statement</b>	<ol style="list-style-type: none"> <li>1. All applications must be directed to the Director of Studies for assessment</li> <li>2. Applications should be made at the time of admission, and/or prior to the commencement of the unit of study for which the credit is being sought. If application is made after the commencement of that subject it must be no later than the end of the second week of that subject. The applicant is however required to continue to attend all scheduled classes until the written confirmation notification is received, and acceptance signed.</li> <li>3. All applications will be reviewed in a timely and thorough manner in order to ensure that the applicant is well informed about their study options.</li> <li>4. The assessment of the application will be within 5 working days provided that all required documents have been submitted *If a longer assessment period is required the applicant will be notified of the delay. This may be apparent during peak enrolment times.</li> <li>5. A completed copy of the Credit transfer application form must be submitted together with supporting evidence to the Director of Studies.</li> <li>6. All evidence must be presented in English, and if necessary certified translated transcripts provided. The assessment will include the verification of the currency, relevance and authenticity of the documents submitted. It may be required that the conferring institution be contacted to validate the document/s presented.</li> <li>7. Credit applications are not a guarantee of successful credit award.</li> </ol>

	<p>Credit will only be awarded if full equivalent competency is confirmed by the assessor.</p> <p>* The College reserves the right not to recognize part or all of any previous learning if the assessor does not have sufficient evidence to deem the applicant's previous learning to show full equivalence and at the current industry standard. [i.e. credit achieved must be within the last five (5) years]</p> <ol style="list-style-type: none"> <li>8. Applicants are required to complete the Credit transfer application and submit all evidence for each unit of competency for which credit is sought.</li> <li>9. Credit transfer is limited to a maximum of 8 units or 2/3<sup>rd</sup> of the total number of units, whichever is the lesser number of units, in a qualification, towards superseded equivalent qualifications. i.e. Credit transfer will not be granted in entirety to upgrade a superseded qualification to the equivalent newer qualification.</li> <li>10. The Director of Studies will assess the application and advise you whether or not the credits will be approved</li> <li>11. After the assessment the College will provide written notification explaining the outcome of the credit application. If the candidate is dissatisfied with the outcome he/she is able to appeal against the decision. Appeals must be made in writing within ten [10] working days of the date on the written credit outcome notification to the applicant. Appeals are to be addressed to the Director of Studies.</li> <li>12. If the credits are approved by the Director of Studies the form will be processed by Admissions and you will be advised accordingly by email.</li> <li>13. To acknowledge acceptance of this assessment and for the credits to be applied to your enrolment, the applicant will need to reply to the email /Admissions indicating understanding and agreement.</li> <li>14. Admissions will need to ensure receipt of this response before the credits are applied to this enrolment.</li> <li>15. Once the application has been approved and processed by admissions, admissions will advise the academic office [Dos] who must apply the credits on the SMS [TEAMS].</li> <li>16. Credit entitlements may impact the structure and duration of a qualification and this will need to be approved by the Director of Studies. For international candidates this adjustment will be recorded via PRISMS to inform the DIBP as this will be relevant to the student visa.</li> <li>17. Credit Transfer this will be appear as Credit Transfer (CT) on your final certification/s and statement of achievement or attainment. The unit code(s), Name(s) and Credit Points will also appear</li> </ol>
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	18. The application, assessment and outcome, including the appeal if present, will be recorded on the College's management system and in the applicants file
<b>Related Policies and Procedures</b>	Recognition of Prior Learning [RPL]
<b>Policy owner</b>	VET Education Director Director of Studies – Melbourne, Perth
<b>Approved by</b>	CEO VET Education Director
<b>Approved date</b>	November 2014
<b>Related Forms</b>	Credit Transfer Application Form
<b>Definitions</b>	<p><b>Credit Transfer [CT]</b> Credit transfer refers to relevant prior formal learning which demonstrates that you <i>already</i> have achieved the knowledge and competencies required for a module/s or unit/s of work.</p> <p><b>Recognition of Prior Learning [RPL]</b> This is a process that assesses any prior learning which a student has successfully completed in order to determine equivalence and competence with the learning outcomes of some of the components of another course of study. This would include formal, informal and non-formal learning.</p> <p><b>Currency</b> This refers to the ability to demonstrate current [i.e. within the last 5 years] industry skills, knowledge and understanding within the field of study.</p>