
Credit Transfer – Procedure

Table of Contents

1. Purpose
2. Scope
3. Process
4. Related Policies and Procedures
5. Policy Owner
6. Approval
7. Approved date
8. Related Forms
9. Definitions

Issue Date:	Issue History:
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
February 2018	Reviewed and revised (V2.0) Changed DIBP to DoHA

Policy Title	Credit transfer – VET courses
Purpose	<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>
Scope	<p>This policy applies to all students enrolled with The VET Courses at CIC</p>
Process	<ol style="list-style-type: none"> 1. All applications must be directed to the Director of Studies for assessment 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. 3. If application is made after the commencement of that subject/unit it must be no later than the end of the second week of that subject/unit. The applicant is however required to continue to attend all scheduled classes until the written confirmation notification is received, and acceptance signed. 4. The assessment of the application will be within 5 working days provided that all required documents have been submitted <p>*If a longer assessment period is required the applicant will be notified of the delay. This may be apparent during peak enrolment times.</p> <ol style="list-style-type: none"> 5. A completed copy of the Credit transfer application form must be submitted together with supporting evidence for each unit of competency for which credit is sought to the Director of Studies. 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

	<p>that the conferring institution be contacted to validate the document/s presented.</p> <ol style="list-style-type: none"> 7. The Director of Studies will assess the application and advise you whether or not the credits will be approved 8. After the assessment the College [DoS] will provide written notification explaining the outcome of the credit application. <p>* 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.</p> <ol style="list-style-type: none"> 9. 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. 10. 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 of the credit transfer/s. 11. Admissions will need to ensure receipt of this response before the credits are applied to this enrolment. 12. Once the application has been approved and processed by admissions, admissions will advise the academic office [Dos] who will then apply the credits on the SMS [TEAMS]. 13. 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 DoHA as this will be relevant to the student visa. 14. 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 15. The application, assessment and outcome, including the appeal if present, will be recorded on the College’s management system and in the applicants file
Related Policies and Procedures	Recognition of Prior Learning [RPL] Appeals Policy
Policy Owner	Director of Studies – Melbourne, Perth

	VET Education Director
Approved by	CEO
Approved date	November 2014
Related Forms	Application for Credit Transfer
Definitions	<p>Credit Transfer [CT] 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>Recognition of Prior Learning [RPL] 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>Currency 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>