Policy – Credit Transfer

Navitas Professional - Careers & Internships

Document

Document I.D.	CI-01.01-11P Credit Transfer Policy
Responsibility	Curriculum & Learning Manager, C&I
Initial Issue Date	20 March 2017

Version Control

Issue Date:	Summary of Changes	Review Date
20 March 2017	Initial document, v1.0	20 March 2019

1.   Purpose and Scope

The purpose of this policy is to ensure that Navitas Professional – Careers and Internships (C&I) accepts and provides credit to participants for units of competency upon presentation of suitable evidence, unless a regulatory requirement or license condition prevents this.

2.   Policy

2.1   Recognition

2.1.1   C&I will recognise certification issued by:

- other RTOs
- AQF authorised issuing organisations
- VET transcripts issued by the Registrar

2.1.2   Where a participant requests a transfer of credit or recognition of prior learning towards a full AQF qualification offered by C&I, the participant will be required to submit verified copies of certification, including certified copies of full certificates issued, statements of attainments and academic transcripts.

2.2   Credit Transfer

2.2.1   On receiving a request for course credit, the Program Services Officer will provide the participant with a Credit Transfer Application form for the unit or units of competency that the participant is seeking course credit for and obtain the Trainer and Participant's signature.

2.2.2   Once a certified copy of the AQF qualification is received along with a completed Credit Transfer Application form, the Credit Transfer Application Form will be processed by the C&I Program Administration Officer

2.2.3   Evidence provided from AQF authorised issuing organisations for credit transfer will be analysed to determine its equivalence with the relevant unit(s) before course credit is given.
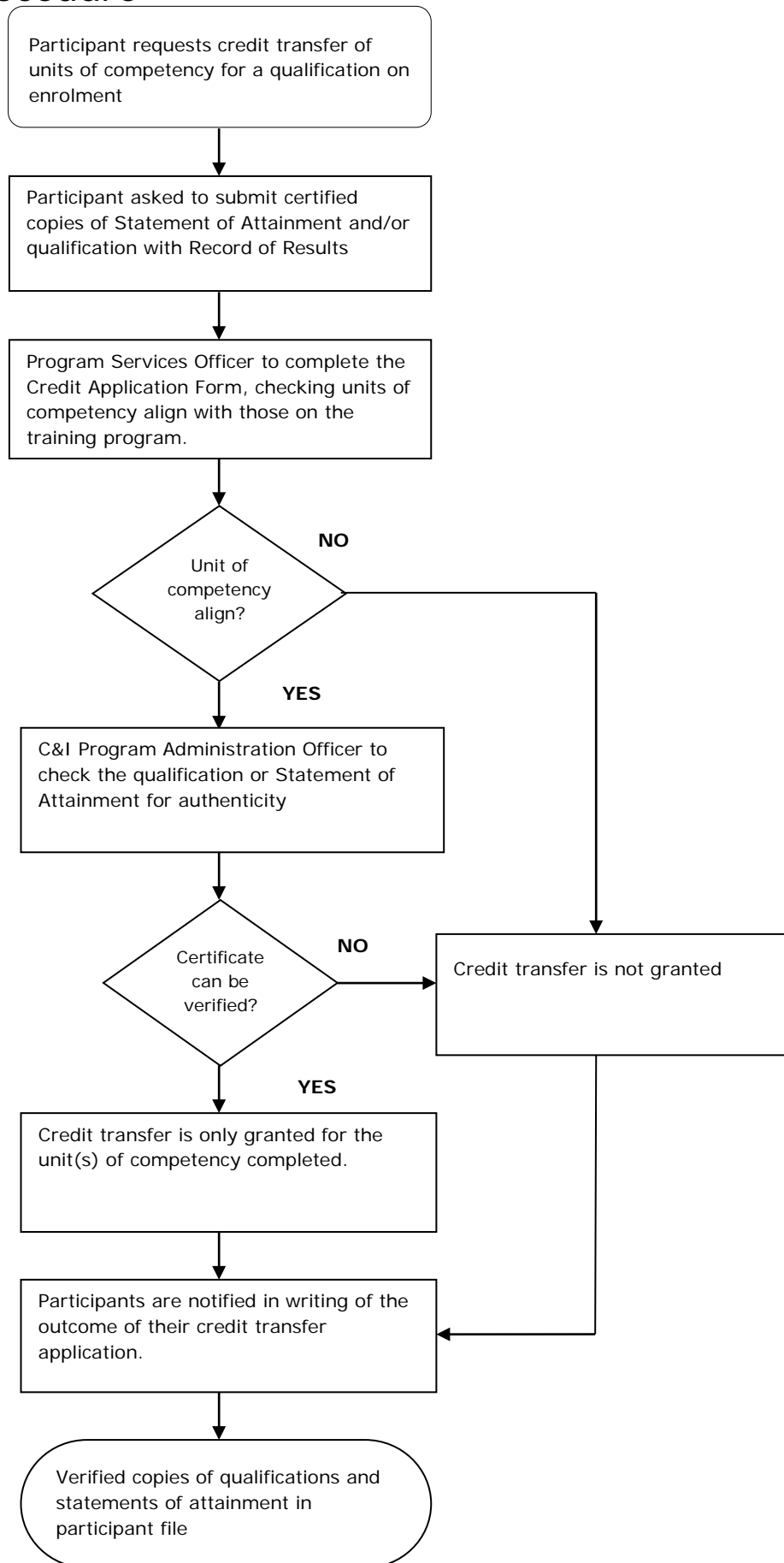
2.2.4   The C&I Programs Administration Officer is responsible for the authentication and verification of certification documentation.

2.2.5   On completion of the credit transfer process, participants will be provided with a written outcome, identifying credit transfer approval and/or detailing reasons why credit transfer was not approved.

2.2.6   Where course credit is granted for unit(s) of competency, the C&I Program Administration Officer will record the credit transfer using appropriate AVETMISS coding on the participant's record on C&I's Student Management System.

2.2.7   Evidence supplied by participants for course credit will be kept with the participant's training record.

3. Procedure

Participant requests credit transfer of units of competency for a qualification on enrolment

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Participant asked to submit certified copies of Statement of Attainment and/or qualification with Record of Results

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Program Services Officer to complete the Credit Application Form, checking units of competency align with those on the training program.

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Unit of competency align? — **NO** →

YES ↓

C&I Program Administration Officer to check the qualification or Statement of Attainment for authenticity

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Certificate can be verified? — **NO** → Credit transfer is not granted

YES ↓

Credit transfer is only granted for the unit(s) of competency completed.

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Participants are notified in writing of the outcome of their credit transfer application.

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Verified copies of qualifications and statements of attainment in participant file

4. Responsibilities

▪ The **Director, C&I** is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation.

▪ The **Curriculum & Learning Manager, C&I and State Operations Managers, C&I** is responsible for ensuring that all team members are aware of this Policy and their responsibilities defined herein.

▪ **C&I employees** are responsible for being aware of, and complying with this Policy.

5. Definitions

Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

Credit Transfer - The granting of status or credit by an institution or training organisation to students for modules (subjects) or units of competency completed at the same or another institution or training organisation.

6. Review

This document is reviewed every 2 years by the relevant manager to ensure alignment to appropriate strategic direction and its continued relevance to Navitas Professional Careers & Internships' current and planned operations.

The next scheduled review of this document is listed in the Version Control section on Page 1.

7. Records

All records in relation to this policy will be managed as follows

Record type	Responsible	Location	Retention
Credit Transfer Application Form	Project Support Officer	Local Network Driver	7 years

8. Related documents

▪ Qualifications Issuance Policy

▪ RPL Policy

▪ Credit Transfer Application Form