

Credit Transfer Policy and Procedure

Purpose

This document outlines Southern Institute of Early Learning & Leadership (SIELL)'s approach to accept and provide credit transfer to ensure that learners are not required to repeat any units of competency in which they have been assessed as competent, unless regulatory requirements prevent this.

Credit transfer will be granted only when this is evidenced by:

- AQF certification issued by other RTO or AQF authorised issuing organisation; OR
- Authenticated VET transcripts issued by the Registrar.

The practices followed will be in compliance with clause 3.5 of the Standards for RTOs 2015.

Scope

This policy applies to all prospective and current learners of SIELL.

Definitions

AQF	Australian Qualification Framework – the national policy for regulated qualifications in Australian Education and Training.
Registrar	Is a system whereby learners and education providers can create, find, verify and update their USI securely.

Policy

SIELL is committed to providing an avenue to learners to apply for a credit transfer to recognise the units of competency that they have completed previously.

Procedures

Procedure	Responsibility
<p>1. Application for credit transfer</p> <ul style="list-style-type: none"> • All prospective learners are made aware of the opportunity to apply for credit transfer prior to the enrolment. Information regarding credit transfer is made available in Student Handbook, which is provided to prospective learners prior to the enrolment. • Learners are required to fill out Credit Transfer Form, and submit the completed form along with AQF Certification documentation / VET Transcript to admin@siell.edu.au. Learners can either submit a certified AQF Certification / VET Transcript OR bring the original transcript and be sighted by our Admin Team. • Admin Team will review the completeness of documentation 	Admin Team

<p>and will return the application to the learners if the application is incomplete. The Admin Team will outline to the learner of what additional information / documentation required to process the application.</p>	
<p>2. Credit transfer application review</p> <ul style="list-style-type: none"> • Admin Team will authenticate the AQF Certification / VET Transcript by one of the following: <ul style="list-style-type: none"> ○ Accessing the USI transcript online. Tips for accessing VET transcript of a learner is available by clicking on this link https://www.usi.gov.au/providers/verify-student-usi ○ By contacting the organisation that issued the document to confirm its authenticity. • Credit transfer can only be approved if: <ul style="list-style-type: none"> ○ When the unit of competency from the learner's submitted AQF certification has the same unit code and title as to which the credit transfer is being applied for, although this is not from the same training package. For instance, if a learner has completed BSBITU314 Design and produce spreadsheets from another RTO, applies to have a credit transfer for the same unit BSBITU314 Design and produce spreadsheets, the credit transfer can be approved. ○ When the unit of competency from the learner's submitted AQF certification has been superseded by and equivalent to the unit of competency to which the credit transfer is being applied for, credit transfer can also be approved. You will be required to check the equivalency of the unit from Training Gov https://training.gov.au/Home/Tga • When a unit of competency from the learner's AQF certification has been superseded and NOT equivalent to the unit in which the credit transfer is being applied for, the Admin Team will forward the application to the Academic Manager who will undertake an analysis to determine the equivalence of the study completed. The learner may be required to provide further information / evidence if required. <p>Note: <i>Providing credit transfer is recognising the equivalence in content and learning outcomes between different types of learning and/or qualifications previously undertaken and completed successfully.</i></p>	<p>Admin Team and Academic Manager</p>
<p>3. Notifying learners / customers of credit transfer outcome</p> <ul style="list-style-type: none"> • If the credit transfer is approved at the point of enrolment, the learner will be exempted from completing the unit/s of competency in which the credit transfer has been approved. • If the credit transfer is rejected, the customer will be informed of the decision in writing. 	<p>Admin Team</p>



<p>4. Recordkeeping</p> <ul style="list-style-type: none"> All documentation associated with the credit transfer application including the evidence submitted, will be kept in our Student Management System under the learner’s profile. 	<p>Admin Team</p>
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Related Documentation

- Credit Transfer Form

Related Standards

- Clause 3.5 of Standards for RTOs 2015

Responsible Person

- Admin Team
- Academic Manager

Document Control

Policy Owner:	Southern Institute of Early Learning and Leadership (SIELL)
Endorsed By:	CEO
Person Responsible for Implementation:	Admin Team
Date of Endorsement:	January 2022