

POLICY

Credit Transfer			
Standard 3	STD 3 Clause 3.5	Policy No.	RTO.S3-POL-002
		Related Procedure No.	RTO.S3-PRO-002
Policy Owner	Ferne Robinson, Compliance Manager		
Scope	This policy applies to clients, participants and employees of Risk Management Training Solutions and its associated entities.		
Date of approval	01.10.19	Review Date	30.09.21
Change Control	Review as part of continuous improvement		
Version No.	1.2		
Related Policies	Training and Assessment Policy Recognition of Prior Learning (RPL) Policy Conduct Assessment Complaints and Appeals		

1. Overview

Risk Management Training Solutions (RMTS) is obligated under Standard 3 Clause 3.5 of the Standards for Registered Training Organisations (2015) to recognise the Australian Quality Framework qualifications and Statements of Attainment issued by other Australian RTOs.

Where an application for Credit Transfer is to be applied, Units of Competency held by a participant must be a direct transfer ('like for like'). That means that the same code and unit name are equivalent. They must fit with the training packaging rules for the qualification the participant is about to commence.

For units that are granted Credit Transfer:

- The participant is exempt from having to complete those units or pay for them
- The units will contribute to the participant's eligibility to obtain a qualification
- Credit Transfers can generally only be processed when an official Statement of Attainment or Record of Results is produced and verified as proof that the Units of Competency have been attained from an RTO which is registered to deliver nationally accredited training.

2. Policy

- 2.1 It is RMTS policy that any individual who wishes to apply for Credit Transfer may do so and all requests will be considered.
- 2.2 In considering an application for Credit Transfer:
 - all individuals will be informed of the appropriate process and evidence requirements prior to commencement of training
 - if an individual indicates on their enrolment form or to a RMTS representative that they would like to apply for a Credit Transfer – they will then be provided with the Credit Transfer Application form which the individual must sign and return with supporting documents
- 2.3 Each application will be assessed on its own merits.
- 2.4 If an individual is ineligible for a Credit Transfer, then their eligibility for Recognition of Prior Learning (RPL) will be considered or they will be advised to complete the unit/s of competency.
- 2.5 Individuals may appeal any decision via the Complaints and Appeals.
- 2.6 All Units of Competency which have been granted under the rules of Credit Transfer will be identified as such on the individual's record in the student management system and on the Training Plan.
- 2.7 A participant who is studying another course at the time of their enrolment – or commences another course after their enrolment – may become eligible for a Credit Transfer for any 'common units' after commencement of their course with RMTS.
- 2.8 In these circumstances, RMTS will process a Credit Transfer application providing the unit/s have not already been delivered and assessed as competent by RMTS.

3. Definitions

Credit Transfer (from the AQF Definition): A process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. That is, a recognised qualification from a recognised Registered Training Provider (TAFE college etc.) is transferable across states and institutions.

4. References

Standards for Registered Training Organisations (RTOs) 2015
Standard 3 – Clause 3.5