

Credit Transfer Policy and Procedure

1.0 Purpose

- 1.0 This policy and Procedure ensure Institute of Business and Management (Victoria) meets the requirements of:
Standards for Registered Training Organisations 2015- Standard 3 Clause 3.5.
- The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:
 - AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or authenticated VET transcripts issued by the Registrar and;
 - ESOS National Code Standard 2.3 – 2.5
 - All students are informed of their right to apply for Credit Transfer in pre-enrolment information via the international student Handbook, marketing Flyers and website. Students are informed of the impact of being granted CT for one or more units of competency on the course duration, Tuition fees, CoE and student visa prior to processing the application

2.0 Scope

2.1 Credit of prior studies is limited to outcomes that are drawn from the national skills framework being units of competence awarded and accurately identified in statements of attainment and qualifications.

3.0 Objective

3.1 The objective of this policy is to ensure that all students' academic accomplishments are recognised in accordance with legislative and regulatory requirements.

4.0 Definition

4.1 Credit;

Is the recognition of learning achieved through formal education and training, Under the Standards for Registered Training Organisations 2015, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTO?

4.2 Credit Transfer;

A Credit Transfer allows a student to be awarded a credit (exemption) for a unit or units of competency successfully completed in previous studies into their new course of study. Meaning the unit will not need to be re-studied and the exemption of the unit will reduce the study duration of the course

5.0 Responsibility

5.1 The Training Manager is responsible for implementation of this policy

Credit Transfer Policy and Procedures	Implemented: February 2021	Reviewed By: February 2022	Page 1 of 3
Institute of Business and Management (Victoria)	info@ibm.vic.edu.au www.ibm.vic.edu.au	Building D, 60 Belfast Street Broadmeadows VIC 3047	

5.2 The Administration staff commence the execution of this procedure and the relevant Trainers and Training Manager complete and approve the final aspects of this procedure.

6.0 Requirements

6.1. Credit Transfer information must be included in information given to students prior to enrolment.

6.2 All staff must be provided with information about the Credit Transfer application process and assist students in completing application.

6.3 Applicants must apply for credit transfers at enrolment time or within 28 days of course commencement and before unit commencement

6.4 Applicants wishing to apply for a credit transfer must apply using the credit transfer form.

6.5 Applicants must present his/her statement of attainment or qualification so the relevant Trainer or Training Manager can assess and map the unit/s presented for credit transfer against the unit/s proposed to be delivered by Institute of Business and Management (Victoria).

6.6 Applicants must provide Original documents or original duplicates documents from the issuing provider

6.7 Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework, First Edition, 2011.

6.8 Documents will be verified with the issuing RTO if for any reason the Institute of Business and Management (Victoria)'s staff member questions the authenticity of the documents

6.9 Credit Transfer is different from Recognition of Prior Learning.

7.0 Method

7.1 Applicants applying for Credit(s) must complete the student credit transfer application form, attach a copy of a verified Award or Statement of Attainment and submit the application to the Student Admissions.

7.2 Student admissions will forward this information to Training Manager.

7.3 The Training Manager will check the Award or Statement of Attainment and grant credit(s) for identical units that have been identified as being completed at another Registered Training Organisation.

7.4 If credit transfer is being sought for a unit of competence that has a different title or code, then it is necessary to establish the equivalence between the unit held and the unit being sought.

7.5 This information can be found in the mapping guide published in the relevant Training Package (Usually volume one or on the Industry Skills Council website).

7.6 If the units are not equivalent as indicated by mapping guide, the applicant should will be referred for Recognition of Prior Learning (RPL). (Refer to Recognition to Prior Learning Policy and Procedure

7.7 When Institute of Business and Management (Victoria) grants credit transfers, the course duration is reduced. A new course duration will be calculated for the student.

7.8 The student will be notified by letter of the granting of the credit transfer/s and new course duration and the student will need to come into the office and sign the credit transfer form in acceptance

7.9 Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer must be placed in the student files

7.10 The completed Credit Transfer record must be signed by the student and the Training Manager.

7.11 Granting of Credit Transfers must be recorded as a unit outcome in the students file.

7.12 Any course duration reduction because of a credit transfer (granted to students) must be indicated on the Confirmation of Enrolment if granted prior to the issue of a visa or on PRISMS if granted after the issue of Visa.

7.13 If the candidate is granted one or more credits, then the course tuition fees will be subjected to adjustment as per the total hours of unit. No fees will be charged for Credit Transfer