

## 1. Description and Scope

This describes the Credit transfer and mutual recognition policy for Institute of Health and Nursing Australia

## 2. Responsibility

The Training Manager/course coordinator is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

## 3. Definitions

Credit Transfer – exempting a student from enrolling in and being assessed in a unit or units because they have been granted recognition for having completed the identical unit or units at another Registered Training Organisation.

or

Credit transfer applies to situations where students have completed units meeting the requirements of the qualification for the applicable training package. These units could have been acquired by the student while enrolled in, at another TAFE Institute or Registered Training Organisation. Credit will be granted in accordance with the National Recognition Procedure.

### Method

- Applicants for Credit Transfer must complete the Credit Transfer application form, together with the following documents.
  - Submit the form and supporting documentation **no later than two weeks** of starting the course.
  - Attach a certified copy of a verified Certificate or Statement of Attainment with Academic Transcripts or other evidences.
  - Copies **must** be certified as true copies by a Justice of the Peace, a university or Institute Registrar, a Commissioner for Declarations or a person authorised to certify passport applications. Each copy submitted must ***bear an original signature with a certification that the document is a true copy of the original.***
- Applications for Course Credit will not be considered or approved for application to the student's record after the course starts.
- The Course Coordinator must check the Award or Statement of Attainment and grant credit transfers for identical units that have been identified as being completed at another Registered Training Organisation.
- Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer must be kept on the student files
- Granting of Credit Transfer must be recorded as a module outcome in the student's file
- After Credit Transfer is granted a student's course schedule must be reviewed and modified to ensure a full time load and details of this placed on the student's file.

- Any course duration reduction as a result of Credit Transfer granted to students must be indicated on the electronic Confirmation of Enrolment if granted prior to the issue of a visa or on Wise.NET.
- Decisions on course credit will be notified to applicants.

#### **4. The Outcome of Your Application:**

Once you have submitted your credit application, with supporting documentation:

- Your credit application will be assessed by the Course Coordinator.
- Notification will be by email or letter after 2 weeks of submission.

#### **5. Maximum Periods for Credit**

Credit will not normally be granted for studies (or other demonstrated learning achievements) that have been completed more than ten years prior to the time of application for credit. A shorter time limit may be applied as a result of time limits required by professional accrediting and statutory bodies and advisory industry groups as appropriate.

#### **6. Review on Ruling on Course Credit**

Applicants for course credit who are dissatisfied with the outcome of a course credit application may request a review of the decision. Such a review request must be accompanied by a full statement concerning the basis for the review.