

## Procedure

### Credit Transfer

Relevant clauses: 3.5

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#### 1. Introduction

The purpose of this procedure is to detail how learners eligible for credit transfer are identified and the steps required in supplying evidence and documenting credit transfer entitlements.

#### 2. Scope

This procedure covers all qualifications on the scope of VTQ.

The objective of this procedure is to ensure that all learners are made aware of the opportunity to have prior academic achievements from other RTOs recognised and added to their record of results via the credit transfer process. It will also ensure that VTQ follows a process to correctly acknowledge, verify and award previous achievements as credit (CT) on the learner's academic record.

#### 3. Roles and responsibilities

The *Chief Executive Officer* (Principal) is responsible for:

- ensuring the correct implementation of this procedure.

The *RTO Manager* is responsible for:

- informing trainers and assessors of the process for credit transfers
- ensuring the learner is informed about the credit transfer process, prior to commencement of study
- ensuring learners have the opportunity to disclose previous study and achievement, eligible for credit transfer during induction.

The *Compliance Officer* is responsible for:

- ensuring learners who have documented academic achievement from another RTO provide a suitable *Statement of Attainment* or an authenticated VET transcript
- preparing the *Credit Transfer Application* and verifying the evidence to support a credit transfer process
- updating the learner's aXcelerate file with a copy of the verified transcript or testamur and completed credit transfer application
- updating the *Credit Transfer Register*
- informing the *RTO Manager* and *Trainers and Assessors* of instances where credit transfer results have been applied.

The *Trainer and Assessor* is responsible for:

- reviewing the Coassemble student induction information to identify potential credit transfers
- informing the *Compliance Officer* of potential credit transfers.

#### 4. Procedure

- The *RTO Manager* will enrol a learner and create access to the *VTQ Student Induction Module* in Coassemble.
- Prior to start of study all learners will complete the *VTQ Student Induction Module* and provide an indication of whether they are eligible for credit transfer.
- The *VTQ Trainer & Assessor* will identify potential credit transfers from the completed *VTQ Student Induction Module* and add a note to aXcelerate requesting a credit transfer application from the *Compliance Officer*, if applicable.
- The *Compliance Officer* will request a transcript or testamur from the nominated RTO to support the credit transfer process.
- The *Compliance Officer* will review and verify the evidence of academic achievement, complete the credit transfer application, update the credit transfer register, record and communicate the credit transfer results through aXcelerate.
- The *VTQ Trainer & Assessor* will communicate the credit transfer results to the learner.

#### 5. Evidence requirements for a credit transfer

All learners who are entitled to *recognition of academic achievement* will be awarded a credit transfer.

A learner must provide documented evidence of a competent grade for a unit/s of competency that are the same as or equivalent to units being offered by VTQ.

Learners must supply an original copy of a statement of attainment, transcript or testamur from their previous RTO, where the course of study is the same as or equivalent to, that being offered to the learner at VTQ.

At the discretion of VTQ and where a learner cannot provide a valid transcript or testamur for a course offering the same as or equivalent to VTQ's offering, VTQ may consider mapping units of competency that are closely associated and can legitimately be demonstrated as equivalent.

#### 6. Records and documentation

[Credit Transfer Register](#)

[Credit Transfer Application](#)

[Transcript or Testamur](#)