
Name:	Credit Transfer Policy and Procedures
Endorsed by:	Continuous Improvement & Management Committee
Date approved:	April 2020
Review Date:	October 2021

PURPOSE

Benchmark College acknowledges its obligation as a Registered Training Organisation (RTOs) to recognise the awards issued by other authorised AQF issuing organisations. This is limited to outcomes that are drawn from the national skills framework, being 'units of competence' awarded and accurately identified in statements of attainment, transcripts and qualifications.

This policy and procedure document is to ensure quality, integrity and consistency in recognising and assessing prior learning competencies. It also ensures compliance with the VET Quality Framework and underpins the AQF National Principles and Operational Guidelines for Recognition of Prior Learning.

SCOPE

This policy and procedure applies to all courses on Benchmark College's scope of registration. It also applies to all current and future students of the College, who wish to apply for the credit transfer of competencies that have been previously and formally attained.

RELATED DOCUMENTS

- Student Selection and Enrolment Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Verification Consent & Credit Transfer Form
- Fees and Charges Policy and Procedure
- Student Handbook
- Pre-Enrolment Information flyer
- Course Application Form
- Application form

RELEVANT STANDARDS FOR REGISTERED TRAINING ORGANISATIONS

This Credit Transfer Policy and Procedure addresses the Standards for Registered Training Organisations (RTOs) 2015; Standard 3, Clause 3.5.

ADDITIONAL REFERENCES & GUIDELINES

- Australian Qualifications Framework, Second Edition, January 2013
- Smart and Skilled Contract Operating Guidelines (current)
- Smart and Skilled Fee Administration Policy (current)
- NSW Recognition Framework

DEFINITIONS/ ACRONYMS

Recognition of Prior Learning (RPL)	<p>RPL means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses¹.</p> <ul style="list-style-type: none"> ▪ formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree); ▪ non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and ▪ informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).
Credit Transfer	<p>Assesses the requirements of an initial course or subject that the individual is using to claim access to, or the award of credit in, the destination course. The assessment is used to determine:</p> <ul style="list-style-type: none"> ▪ the extent to which the achievement of the previous qualification is equivalent to the required. ▪ learning outcomes, competency outcomes, or standards in another qualification. This may include credit transfer based on formal learning that is outside the AQF framework.
AQF Authorised Issuing Organisation	<p>A Training Organisation such as a Registered Training Organisation or a University who is registered to issue AQF certification documentation</p>
RTO	<p>Registered Training Organisation (RTOs) are those training providers registered by ASQA (or, in some cases, a state regulator) to deliver Vocational Education and Training services.</p>
Transcript	<p>A Record of Results that identifies units of competency completed and their outcome.</p>

¹ Standards for Registered Training Organisations 2015, Glossary

POLICY

Benchmark College defines **Credit Transfer** as the recognition of studies achieved through formal learning and assessment (i.e. Nationally endorsed qualifications, skills sets and units of competency). Credit Transfer allows a student to be awarded a unit(s) of competency based on successful completion of a previously awarded unit of competence or module without the need for further training or assessment.

Under the Standards for Registered Training Organisations (RTOs) 2015, qualifications, transcripts and statements of attainment issued by an Australian RTO or another authorised issuing organisation are accepted and recognised by Benchmark College. This is based on the assumption that the unit of competence being recognised is the same unit of competence or a revision of that unit which is equivalent to the unit being sought.

If credit transfer is being sought for a unit of competence which has a different title or code, then it is necessary to establish the equivalence between the unit held and the unit being sought. This is done by either confirming unit equivalence with the National Register of information on Training Packages, Qualifications, Courses and Units of Competency (TGA Website) or by comparing mapping documents contained within the training package itself.

As a general guide, if there is no such mapping available Benchmark College is not obliged to recognise the unit through credit transfer. In these circumstances, the applicant is referred for RPL in accordance with our Recognition Policy and Procedure.

Students are provided with information on how to apply for a credit transfer at enquiry and on application. A variety of methods are used to promote and encourage students to apply to have previous studies credited towards their enrolment (e.g. pre-enrolment information, Student handbook, Student Induction and a question is posed on the application form).

Evidence Requirements

Benchmark College applicants are required to present their statement(s) of attainment, qualification and transcript(s) for examination and verification. These documents provide the detail of what units of competence the applicant has been previously been issued. Applicants must provide satisfactory evidence that the statement of attainment and transcript is theirs and that it has been issued by an Australian RTO or another AQF authorised issuing organisation such.

The applicant completes the Verification Consent and Credit Transfer Form, attaches their qualification, transcript or statement of attainment and submits their documentation to info@benchmark.edu.au or the PO Box, if by mail. The form and evidence can also be submitted in person, either at the time of sign up or to the Trainer and Assessor.

The statement of attainment or transcript is then verified with the issuing organisation to ensure authenticity. Alternatively, information can be authenticated by accessing the students USI Transcript online via the USI Transcript Service (where permission has been granted). To ensure the validity of information Benchmark College does not accept the students USI transcript as direct and valid evidence to credit units of competence. Where a student has a printed or emailed PDF version of a USI Transcript the same process is used to authenticate transcripts or statements of attainment.

Where a transcript or statement of attainment cannot be verified with the issuing organisation due to closure or registration cancellation, and where the unit of competence is not listed on the students USI transcript, Benchmark College will attempt to verify the transcript/statement of attainment with ASQA.

In accordance with the Records Retention Policy and Procedure all evidence related to the student's credit transfer application is stored in their file for the retention period.

Document Name:	Credit Transfer Policy and Procedures	First Published:	April 2020
Version Number:	3.4	Review Date:	October 2021
Document Location:	G:\My Drive\S Drive\ASQA\FINAL_Policies_Documents\All Policies and procedures		
Benchmark College RTO 90274			

Credit Transfer Guidelines

The following guidelines are followed when an application for credit transfer is received:

- All students are entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
- Students may only apply for credit transfer for units of competence which are included in the packaging rules for the qualification undertaken.
- In some cases, licensing or regulatory requirements may prevent a unit being awarded through the credit process.
- Whilst students may apply for credit transfer at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence, as well as streamline the associated administrative functions.
- The student does not incur any fees for credit transfer (Benchmark College does not receive any funding when credit transfer is granted).
- Credit transfer may only be awarded for whole units of competence. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and the applicant will be advised to seek RPL.
- Credit transfer will only be issued when the student's enrolment includes at least one other unit of competence for which the student is participating in training or is seeking recognition. Student may not enrol only for credit transfer.
- Where the units of competence do not align to the unit requested for credit transfer, further information is sought from the Training Package.
- Only verified copies of qualifications, transcripts and statements of attainment are used as the basis for granting credit transfer.
- Completed credit transfer applications are signed by the student and retained on the student's file at Benchmark College with all relevant accompanying documentation.

CREDIT TRANSFER PROCEDURE

