



KEYSTONE COLLEGE
OF BUSINESS & TECHNOLOGY

Credit Transfer Policy and Procedure

SCOPE

This policy applies to all KCBT students and all KCBT staff who deal with all matters concerning VET.

POLICY

- This policy supports the ESOS National Code 2018 Standard 12.
- This policy supports the AQF Qualifications Pathways Policy.
- This policy also supports Standard for RTOs 2015 - Standard, 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."*

1. KCBT appropriately recognises course credit within the ESOS framework.
2. KCBT will grant course credit to students with suitable prior learning or experience. Course Credits can be gained by a student through RPL (see Recognition of Prior Learning Policy and Procedure) or through Credit Transfer.
3. KCBT will ensure that the Standards for RTOs 2015 and other quality assurance requirements are met. Credit transfer is recognition for study already completed, which counts towards further study.
4. Where KCBT grants course credit, KCBT will:
 - 4.1 have documented procedures for the granting and recording of course credit; and
 - 4.2 provide a record of the course credit to the student, which must be signed or otherwise accepted by the student, and place it on the student's file.
5. Course credit may reduce the length of a student's course. If this occurs before visa grant, KCBT will indicate the actual course duration in the confirmation of enrolment issued for that student for that course. If the course credit is granted after visa grant, the change in course duration is reported via Provider Registration and International Student Management System (PRISMS) under section 19 of the Education Services for Overseas Students (ESOS) Act.
6. For the purposes of the National Code 2018, course credit is defined as follows:

'Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning.'

7. Credit Transfers can be granted under any of the following circumstances:
 - 7.1 Under the principles of National Recognition a student is granted an automatic credit for any unit that they have successfully completed at any other Registered Training Organisation (RTO).
 - 7.2 When the unit has exactly the same code and title, even if it is not from the same Training Package.
 - 7.3 In the case of any non-equivalent units of competency, a complete analysis to determine the equivalence of the study completed with the relevant units or modules will be undertaken before granting any credit. Student may be required to undertake gap assessment if required.

PROCEDURE

This procedure applies to Credit Transfer from other RTO's and Internal Credit Transfers for units of competency completed by a student at KCBT.

1. Applicants for Credit Transfer must complete the Credit Transfer Application Form, attach an original (or certified copy) of a verified Award or Statement of Attainment and submit the application to the enrolment officer.
2. The enrolment officer will forward the application to the Records Manager or Course Coordinator to 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.
3. The Records Manager or Course Coordinator will refer to its course structure and unit/subject offerings and determine whether course credit granted will affect the duration of the course for that student.
4. KCBT will recognise units of competency included on a record of results or a Statement of Attainment issued to the student, by another RTO towards the qualification, if the units meet the packaging rules of the qualification delivered by the organisation.

5. If the unit of competency has changed but is equivalent to the new unit of competency student will be required to undertake gap assessment. Student will be charged half of the unit tuition fee for gap assessment.
6. KCBT will authenticate copies of Qualifications and Statements of Attainment or records of results (issued by other RTO's) used as the basis for granting Credit Transfer along with the Credit Transfer Application by directly accessing the USI transcript online or by contacting the organisation that issued the document to confirm the content is valid.
7. Once authorised, the Credit Transfer Application Form must be signed by the student and the Course Coordinator and will act as a written record of the credit. This form will be placed in the students file, and recorded on the Student Management System (WISENET)
8. 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.
9. If the Credit Transfer leads to a shortening of the student's course:
 - 8.1 if the course credit is granted **before the student visa grant**, the Enrolment Officer will indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
 - 8.2 if the course credit is granted **after the student visa grant** and it **will affect the duration of the course**, the Enrolment Officer will record a change of course duration on PRISMS. This will result in the creation of a new CoE (with revised end date) and the cancellation of the original CoE. To do this, the Enrolment Officer uses the Student Course Variation function, and indicates that the student has requested a change to the existing enrolment. The Enrolment Officer then chooses 'transfer student into same course' and then changes the end date of the course. This process will result in the creation of a new CoE (with the revised end date) and the cancellation of the original CoE.
 - 8.3 if the course credit granted **will not affect the duration of the course**, the Enrolment Officer will record the course credit in the student's file but does not need to take any other action.
10. If the application does not meet the required criteria as set down, then Credit Transfer will not be awarded for one or more units. The applicant has the right to access the Complaints and Appeals Policy and Procedure. (Refer to complaints and appeals policy, <http://kcbt.wa.edu.au/students/policies/>)