



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. All students are informed of their right to apply for credit transfer prior to enrolment and during the time of their orientation.

Credit Transfer

Credit transfer is a process, where a registered training provider recognises and accepts Australian Qualifications Framework (AQF) qualifications and statements of attainment issued by another registered training organisation (RTO).

POLICY

1. KCBT appropriately recognises course credit within the ESOS framework.
2. KCBT ensures that the Standards for RTOs 2015 and other quality assurance requirements are met. Credit transfer is recognition for a study already completed, which counts towards further study.
3. Where KCBT grants course credit, KCBT:
 - 4.1 has documented procedures for the granting and recording of course credits; and
 - 4.2 provides a record of the course credit to the student, which is signed or otherwise accepted by the student, and placed in the student's file.
4. Course credit may reduce the length of a student's course. If this occurs before the visa grant, KCBT indicates the actual course duration in the confirmation of enrolment issued for that student for that course. If the course credit is granted after the 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 2000.
5. 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 a previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning.'
6. 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 is undertaken before granting any credit. Students may be required to undertake gap assessments if required.
 - 7.4 For units that do not have an equivalent outcome, however components of a unit are corresponding, recommendations for partial recognition are communicated to the applicable Trainer Assessor for gap training and assessment to be offered. Trainer Assessor to devise a learning plan.
 - 7.5 Credits granted must meet the requirements of the packaging rules of the qualification.

- 7.6 When granting credits KCBT ensures that the integrity of qualification outcomes is maintained. KCBT does not grant credit when the unit is completed at KCBT, another RTO or AQF issuing organisation that is not relevant to the learning outcomes of the qualification.
- 7.7 KCBT does not grant credit when the unit completed at another RTO or AQF issuing organisation is superseded and mapped as non-equivalent to the current release of the unit.
- 7.8 KCBT is not obliged to issue an AQF qualification or Statement of Attainment that is achieved wholly through recognition of units and /or modules completed at another RTO or RTOs. (i.e. a student cannot complete all of their learning and assessment with another RTO and request KCBT to issue the qualification under Recognition).

PROCEDURE

This procedure applies to Credit Transfer from other RTOs for units of competency completed by a student.

1. Applicants for Credit Transfer must complete the Credit Transfer Application Form, attach a certified copy of a verified Award or Statement of Attainment, and submit the application to the enrolment officer.
2. The enrolment officer forwards the application to the Administration 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 Administration Manager or Course Coordinator refers to its course structure and unit/subject offerings and determines whether the course credit granted will affect the duration of the course for that student.
4. KCBT 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 is required to undertake gap assessment. Students are charged half of the unit tuition fee for gap assessment.
6. KCBT authenticates 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 is signed by the student and the Course Coordinator and is stored in the student file and recorded on the Student Management System (WISENET)
8. After Credit Transfer is granted a student's course schedule is reviewed and modified to ensure a full-time load and details of this are placed in the student's file.
9. If the Credit Transfer leads to a shortening of the student's course:
 - 9.1 if the course credit is granted **before the student visa grant**, the Enrolment Officer indicates the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
 - 9.2 if the course credit is granted **after the student visa grant** and it **will affect the duration of the course**, the Enrolment Officer records a change of course duration on PRISMS. This results

in the creation of a new CoE (with a 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 results in the creation of a new CoE (with the revised end date) and the cancellation of the original CoE.

9.3 if the course credit granted **does not affect the duration of the course**, the Enrolment Officer records the course credit in the student's file but does not take any other action.

10. As an outcome of credit transfer, there may be unavailability of units to be completed by the students in specific study period/s due to:

- a. The required units not being offered in a particular study period; or
- b. No alternative units are available at KCBT for the student to complete at KCBT.

In such cases, KCBT may:

- a. Change (reduce or increase) the student's study load to allow them to complete their studies within the normal duration of the course; and/or
- b. Where required, defer the student's enrolment for the period (for a maximum of 12 weeks in the course) until KCBT is able to offer the required unit(s). The student will be advised to apply for deferment from studies during this time period.

If due to the delivery sequence of units, KCBT is unable to offer the required unit(s) after the deferment period finishes, KCBT may suggest the student withdraws their enrolment and completes the remaining unit(s) with another provider.

11. If credit(s) is granted for the unit(s) that form part of a qualification (course) that the student is completing at KCBT, no reduction of course fees will apply and a student will be required to attend all scheduled classes i.e. 20 hours per week.
12. If the application does not meet the required criteria as set down, then Credit Transfer is not awarded. 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/>)

Internal Credit transfer

This procedure applies to Credit Transfer for units of competency completed by a student as a part of package courses at KCBT.

1. Students enrolled in packaged courses at KCBT are not required to complete "RPL / Credit Transfer form" for CT for the units of competency that are common in packaged qualifications.
2. At the time of creating the student profile on the student management system, Administration Manager, uploads the course offers for the packaged courses as recorded in the Letter of Offer and/ or Confirmation of Enrolment.
3. Administration Manager maintains the list of common units in the packaged qualification to ensure the Credit Transfer (CT) process is followed when a "CO" result is recorded for a UOC in packaged qualification.
4. Administration Manager reviews the result before applying the "CT" code on the student management system and with the Course Coordinator.
5. After Credit Transfer is granted a student's course schedule is reviewed and modified to ensure a full-time load and details of this are placed in the student's file.
6. If the Credit Transfer leads to a shortening of the student's course:

- 6.1 if the course credit is granted **before the student visa grant**, the Administration Manager indicates the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
- 6.2 if the course credit is granted **after the student visa grant** and it **will affect the duration of the course**, the Administration Manager records a change of course duration on PRISMS. This results in the creation of a new CoE (with a revised end date) and the cancellation of the original CoE. To do this, the Administration Manager uses the Student Course Variation function and indicates that the student has requested a change to the existing enrolment. The Administration Manager then chooses 'transfer student into the same course' and then changes the end date of the course. This process results in the creation of a new CoE (with the revised end date) and the cancellation of the original CoE.
- 6.3 if the course credit granted **does not affect the duration of the course**, the Administration Manager records the course credit in the student's file but does not take any other action.