



CREDIT TRANSFER POLICY AND PROCEDURE

PURPOSE

To outline the procedure for assessing requests from students for a credit transfer.

SCOPE

This policy applies to all current, prospective and past students.

REFERENCE

This policy supports 'National Code of Practice for Providers of Education and Training to Overseas Students 2018'.

1. POLICY

This policy ensures that MIV will recognise the AQF Qualifications and Statements of Attainment issued by any other Registered Training Organisation.

The underlying principle of Nationally Recognised Training is that a student does not have to repeat training and assessment that has already been undertaken.

MIV will ensure the following definition of Credit Transfer is implemented: Credit transfer assesses the initial course or subject that an individual is using to claim access to, or the award of credit, in a destination course. The assessment determines the extent to which the client's initial course or subject is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning that is outside the AQF.

The Credit Transfer is provided at no additional cost.

2. PROCEDURE

2.1 General information for individuals



All prospective and enrolling individuals must be informed in either print or electronic form of the opportunity to apply for Credit Transfer. Students are informed of the credit transfer process in the *MIV Student Handbook*, and are asked to identify if they would like to apply for Credit Transfer in the *Application Form* (during applying for their studies). Individuals can also apply for Credit Transfer at any time.

2.2 Student request for Credit Transfer

- If a student wishes to apply for Credit Transfer they must complete the *Credit Transfer Application Form* and include appropriate evidence to support the Credit Transfer application.
- The *Credit Transfer Application Form* will specify the Units of Competency that the student is applying for Credit Transfer.
- The student is required to submit this application with any associated evidence to the Administration Officer or the Training Coordinator.
- The Administration Officer will notify the Training Coordinator and Operations Manager by email/in person that a Credit Transfer Application has been received and registered.

2.3 Assessment process

The assessment of all Credit Transfer Applications will be undertaken by the Training Coordinator/Operations Manager. Any Credit Transfer applications received by the Administration Officer shall be passed to the Training Coordinator/Operations Manager for assessment.

All Credit Transfer applications must be supported by appropriate evidence. This may be in the form of a Nationally Recognised Qualification or Statement of Attainment indicating exactly the same code and title as those included in the student application, or other documents of equivalence that are outside the AQF.

All original documents such as certificates etc. must first be sighted by the Training Coordinator/Operations Manager and copied.



After the review of the application has been completed, the Training Coordinator/Operations Manager will determine if approval for Credit Transfer is to be Granted or Not Granted. Where appropriate evidence is provided with the Credit Transfer application, the Training Coordinator/Operations Manager must grant the Credit Transfer. The result is to be recorded in the 'Administration Use Only' section on the final page of the *Credit Transfer Application Form*. If Credit Transfer is Not Granted, the reason will also be detailed in the same section.

Where Credit Transfer is 'Granted' this information will be communicated in writing (*Course Credit Application Letter*) to the applicant within 10 working days of completion of the assessment, and the Qualification/Statement of Attainment will then be issued or the training program adjusted accordingly.

Where Credit Transfer is 'Not Granted', students will be notified in writing (*Course Credit Application Letter*) of the outcome within 10 working days of completion of the assessment. The written communication to the student is to include a reason for refusal (where applicable).

The Administration Officer will place all documentation relating to the application in the Student File on the Student Management System (JobReady).

2.4 Procedure Oversight

Once a Credit Transfer Application has been received and registered, and the Administration Officer has notified the Trainer and Assessor, the Trainer/Assessor ensures that the student progresses as per the scheduled training plan. Any variation or difficulties in faced while training and assessment must immediately be reported to the Operations Manager.

2.5 Appeals

Where the outcome of a Credit Transfer application is not granted and the student disagrees with the outcome, they should first try to resolve the matter informally. Where the outcome remains unresolved following informal discussions, the individual may appeal the decision by using the methods outlined in the *Complaint and Appeal Policy and Procedure*. This policy and procedure can be gained from the MIV website, Student Administration Department, and is also found in the Student Information Handbook. The request for an appeal must be lodged in writing no later



than 10 working days from notification of the outcome of the application.

2.5 Further steps for International Students

Where a Credit Transfer application is granted to an International student, the following must occur:

- The Training Coordinator/Operations Manager must identify the reduction in study time required based on the units that Credit Transfer have been granted.
- If the Credit Transfer granted will affect the duration of the course, the Administration Officer/ Operations Manager must adjust the student's CoE to reflect any reduction in the period of study the student is enrolled. This reduction must be reported via PRISMS.
- The RTO needs to provide the student a letter to confirm the outcome of Credit application '*Course Credit Application Letter*'. The students must sign this letter to indicate agreement with the outcomes of Credit Transfer applications. A copy will be kept on the student's file.

3. RELATED DOCUMENTS

- Application Form
- Credit Transfer Application Form
- Course Credit Application Letter