

CREDIT TRANSFER

PURPOSE

A key pillar of the national VET system is that nationally endorsed qualifications, skill sets and units of competency are recognised and portable across the country—regardless of where they were issued.

This policy supports Standard for Registered Training Organisations 2015 (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.

SCOPE

This policy applies to all students who have previously completed units of competency which are verified as able to be credited to their current training and have been issued within the Australian Qualifications Framework.

POLICY

Seed Skills 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.

Credits will only be issued for units of competency within Seed Skills' scope of registration.

DEFINITIONS AND INTERPRETATIONS

A **certified** copy is a copy (often a photocopy) of a primary document that has on it an endorsement or certificate that it is a true copy of the primary document. It does not certify that the primary document is genuine, only that it is a true copy of the primary document.

Credit transfer is the process of recognising a student's learning achieved through the formal education and training process. The Australian Qualifications Framework (AQF) explains credit transfer as follows;



“Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.” (Credit Transfer)

Seed Skills interprets this as students who already hold a qualification/s or statement/s of attainment from other RTOs which cover the same (or equivalent) unit/s of competency as those covered in the relevant Seed Skills course or program, will have these achievements recognised and will receive the appropriate transfer of credit against their course or program of study.

Deleted unit/s of competency or qualification/s means a unit/s of competency or qualification/s that has been removed from its training package without having been replaced.

Superseded refers to endorsed units of competency or qualifications that have been replaced by a revised, new version. The national register, training.gov.au, will indicate whether the revised qualifications and units of competency are equivalent or not equivalent to the superseded product:

- *Equivalent* means that the outcomes of the new and old (superseded) products are equivalent.
- *Not equivalent* means that the outcomes of the new and old (superseded) products are not equivalent.

PROCEDURE

When does credit transfer occur?

Credit Transfer seeks to match the learning outcomes of previously completed training in specific unit/s of competency, to those of the current program for which a student is seeking recognition of prior studies. This allows the student to be awarded the unit/s of competency in the “new” program offered by Seed Skills without having to repeat the assessment process for this unit.

Whilst students may apply for credit transfer at any time, they are encouraged to apply upon enrolment or before commencing a course or program of study. This will reduce unnecessary training and guide the student down a more efficient path to completion.

To apply for credits, students must complete the Credit Transfer Application form in full and provide evidence to support their application. Credit Transfer will only be awarded if evidence of the qualification/statement of attainment achieved by a student is received by Seed Skills in the form of a certified copy of results and/or academic transcript. Credits will only be considered for the units listed on the Credit Transfer Application form.

Recognised evidence of competence

For a full credit transfer, Seed Skills recognises the following evidentiary documentation:

- A Qualification issued under the Australian Qualification Framework including the following details:
 - name, RTO ID and logo of the training organisation that issued the qualification
 - name of person received the qualification
 - national code and name for each unit of competency achieved
 - date issued
 - authorised signatory
 - the Nationally Recognised Training logo
- A Statement of Attainment or Academic Transcript issued under Australian Qualification Framework including the following details:
 - name, RTO ID and logo of issuing body
 - name of the person who achieved the competencies
 - date issued
 - national code and name for each unit of competency achieved
 - authorised signatory
 - the Nationally Recognised Training logo
- A USI transcript from the USI Registry System
 - student's name as entered in their USI account
 - name of the training organisation that issued the qualification, units, modules or subjects
 - national code and name for each unit of competency achieved
 - A competency outcome achieved

With exception of USI Transcripts, all submitted evidence must be **certified** as a true copy of the primary document.

A certified qualification in itself is not sufficient information to issue credits; students must also provide an academic transcript to evidence the individual unit/s of competency referred to in their application.

The acknowledgement of awards from another RTO is limited to outcomes that are drawn from the national skills framework, being units of competence awarded and accurately identified in statements of attainment and qualifications. As such, documents not recognised for credit transfer include:

- statement of participation
- statement of attendance
- statement of completion
- exam results
- enrolment statement
- student assessment record

- unit enrolment record
- progress results
- workshop participation
- participation in training
- school certificate
- study plan
- training record
- cover sheet or documents relating to assessments completed
- qualifications for non-accredited or recognised study
- overseas qualifications, transcripts or statements

For all non-recognised documents, Seed Skills may provide a means for Recognition of Prior Learning (RPL) to ensure any existing skills and knowledge can be recognised.

Authenticating credit transfer evidence

Before providing credit on the basis of a qualification, statement of attainment or record of results, staff must either authenticate the information by:

1. contacting the organisation that issued the document to confirm the content is valid (certificate number and date issued), or
2. by directly accessing the USI transcript online (refer to *Use of USI Transcripts* below).

The outcome of this check must be recorded as a file note against the student's record in the Student Management System and include:

1. The date of the check
2. The details of any phone conversation/s (name and position of the contact person/s)
3. A copy of any correspondence (if authenticated via email)

Use of USI transcripts

A student's USI transcript contains training outcome data submitted to the national collection by the student's RTO as a true record of the training undertaken by the student since 2015, including completions and non-completions. As such, a student's USI transcript is a valid way to authenticate the training undertaken by a student, comparable to calling the issuing RTO.

To authenticate a copy of a USI transcript, staff can request that a student activates permission for Seed Skills to access their records in the USI Registry System. Viewing the student's records directly through the USI Registry System provides a stronger level of assurance, suitable for credit transfer purposes. Alternatively, staff can call the issuing RTO to verify the certificate number and date issued. Either way, staff must exercise the same caution with printed or

emailed PDF versions of a USI transcript provided by a student as required with a copy of a certificate issued by another RTO.

However, because the availability of the USI transcript is dependent on the AVETMISS reporting cycle, staff may have to rely on the hard copy of certificates issued by RTOs to validate training undertaken recently.

Units superseded with equivalence

Where a student has completed a course or program of study from another RTO that covers a superseded but equivalent to unit/s of competency, the student may apply to have these unit/s of competency recognised towards the same (or equivalent) unit/s of competency covered in a relevant program. This allows the student to be awarded the unit/s of competency in the “new” course or program of study offered by Seed Skills without having to repeat assessments for this unit.

Units superseded with no equivalence

Where a student provides evidence of a qualification/s or statement/s of attainment for a skill set, unit of competency, or accredited short course that has been superseded with no equivalence, credit transfer will not be awarded. However, students can have their knowledge and skills recognised through recognition of prior learning (RPL) wherein the student will be asked to demonstrate the currency of their prior learning as it applies to the “new” course or program of study offered by Seed Skills

AQF qualification was removed or deleted from the national register

Where a student provides evidence of a qualification/s or statement/s of attainment for a skill set, unit of competency, accredited short course or module which is no longer current and has not been superseded (i.e. removed or deleted from the national register), Credit Transfer will not be awarded. In these cases, students will have the option to pursue Recognition of Prior Learning or complete the unit of competency via assessment methods.

Fees and charges

There is no fee associated with direct credit transfers. Should the application for credit transfer become an application for Recognition of Prior Learning (RPL), the associated fees and charges for this process will apply.

Duration of study

Credit transfer reduces the amount of training required to complete a course or program of study. However, there will be no reduction in the time of the student’s enrolment period. A student will also not be required to attend training, coaching or tutorials for units that have already been acknowledged as a direct credit transfer.

Successful applications for credit transfer

In the event that the application is successful, the relevant unit/s of competency details and associated information will be updated on the students file. The student will then receive an email advising that credit transfer/s have been granted.

Unsuccessful applications for credit transfer

If that a credit transfer has not been granted, the student will be advised by email wherein the full details about the decision are provided. If a student disagrees with a decision regarding their credit transfer outcome, they are encouraged to try and resolve the matter informally with the Compliance Officer or RTO Manager. If the student does not feel the matter has been suitably resolved, they are encouraged to lodge a formal appeal in line with Seed Skills' Complaints and Appeals policy as soon as possible.

Once the appeal has been formally lodged it will follow the complaints and appeals resolution process.

Record keeping

Where a student completes a part of a course or program of study where a credit transfer has been applied, the credit will be reflected against the students enrolment record in the Student Management System as AVETMISS outcome code 60 (Credit transfer/national recognition). The student's qualification or statement of attainment will also reflect this outcome.

Seed Skills will retain copies of all associated paperwork and correspondence pertaining to the credit transfer application on the students file in the Student Management System.

CLIENT REQUIREMENTS

As an RTO that provides training and assessment services to students who are employed by companies with whom Seed Skills has entered into an agreement with, the specific needs of the client (the employer) shall be considered when examining a student's application for credit transfer

GENERAL GUIDELINES

The following guidelines are to be followed in relation to credit transfers:

- Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
- Students may not apply for credit transfer for unit/s of competency or qualification which are not included in Seed Skills' scope of registration.



- 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 completion.
- Students must complete the Credit Transfer Application form in order to formally request the service.
- The student does not incur any fees for credit transfer and Seed Skills does not receive any funding when credit transfer is granted.
- Credit transfer may only be awarded for whole unit/s of competency. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and applicants will be advised to seek recognition or undertake further study.
- Credit transfers will not be awarded for an entire qualification.