
Name:	Credit Transfer Policy and Procedures
Endorsed by:	Continuous Improvement & Management Committee
Date approved:	22 February 2018
Review Date:	22 August 2019

PURPOSE

Benchmark College acknowledges its obligation as a Registered Training Organisation (RTOs) to recognise the awards issued by other RTOs. 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 and qualifications.

This policy and procedure document is to ensure quality, integrity and consistency in recognising and assessing prior learning and 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 recognition of prior learning and/or a credit transfer of competencies which have been previously formally attained.

RELATED DOCUMENTS

- | | |
|--|---|
| ▪ Recognition Information flyer | ▪ Assessment Policy and Procedures |
| ▪ Access & Equity Policy & Procedures | ▪ Recognition Policy and Procedures |
| ▪ Student Handbook | ▪ Verification Consent & Credit Transfer Form |
| ▪ Fees and Charges Policy and Procedures | ▪ Pre-Enrolment Information flyer |

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.
RTO	<p>Registered Training Organisation Registered training organisations (RTOs) are those training providers registered by ASQA (or, in some cases, a state regulator) to deliver VET services.</p>

¹ Standards for Registered Training Organisations 2015, Glossary
Document Name: Credit Transfer Policy and Procedures
Version Number: 3.2
Document Location: NovaCore CMS\SRTO 2015\Policy
Benchmark College | RTO 90274

POLICY

Benchmark College defines **Credit Transfer** as the recognition of skills achieved through formal learning and assessment. Credit Transfer allows a student to be awarded a unit of competency based on successful completion of the unit which has been previously awarded.

Under the Standards for Registered Training Organisations (RTOs) 2015, qualifications and statements of attainment issued by any RTO 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 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 then we are not obliged to recognise the unit through credit transfer. In these circumstances, the applicant should be referred for recognition in accordance with our Recognition Policy and Procedure.

Evidence Requirements

An applicant will be required to present his or her statement(s) of attainment or qualification(s) and transcript(s) for examination by Benchmark College. These documents will provide the detail of what units of competence the applicant has been previously issued. Applicants must provide satisfactory evidence that the statement of attainment or qualification and transcript is theirs and that it has been issued by an Australian RTO. Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework, Second Edition, 2013. The applicant completes the Verification Consent Form. The statement of attainment or qualification is verified with the issuing RTO.

Credit Transfer Guidelines

The following guidelines are to be 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.
- 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 recognition.
- 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 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.
- Students are notified in writing of the outcome of their application. This may include issuing statements of attainment or qualifications awarded through credit transfer in accordance with our Qualification Issuance policies and procedures.

CREDIT TRANSFER PROCEDURE

