

# Credit Transfer Procedure



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<b>Authority</b>	Chief Executive Officer or Nominee
<b>Next review</b>	26 December 2023
<b>Related policies</b>	<ul style="list-style-type: none"><li>▪ Certificate Issuance Policy</li></ul>
<b>Related procedures</b>	<ul style="list-style-type: none"><li>▪ Certificate Issuance Procedure</li></ul>
<b>Forms and supporting documents</b>	<ul style="list-style-type: none"><li>▪ Pre-enrolment Interview</li><li>▪ Enrolment Form</li><li>▪ Credit Recognition Form</li><li>▪ LMS</li></ul>

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## PURPOSE

Australian Polytechnic Institute is committed to providing quality training and assessment in accordance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015. Australian Polytechnic Institute has a process in place and provides a clear instruction and guidance on granting credit transfers to students for previously completed and formally assessed learning.

This Procedure serves as the guide and reference document for the Credit Transfer process of Australian Polytechnic Institute.

Changes to this Procedure must only be made upon approval of the CEO or Nominee.

## SCOPE

This Procedure applies to all Australian Polytechnic Institute enrolments. Australian Polytechnic Institute will ensure that:

1. it will recognise AQF certification documentation issued by other RTOs;
2. students will be made aware of their right to apply for a credit transfer;
3. it complies with the VET Regulator's guidelines in processing and granting credit transfer.

## PROCEDURES

### 1. Providing Information on Credit Transfer

Person Responsible	Step	Resources / References
Student	Student makes an inquiry regarding credit transfer or,  Student is assessed to be eligible for credit transfer during pre-enrolment interview	Pre-enrolment Interview
Administrative Staff	Discuss credit transfer process to student and required evidence documents / certification documents  Provide student access to the Credit Recognition Form	Credit Recognition Form
Student	Obtain certified copies of the certification documentation  Complete the Credit Recognition Form and emails the certified copy of the certification documentation to the Administrative Staff	Credit Recognition Form

### 2. Review of Application and Verification of Certification Documents

Person Responsible	Step	Resources / References
Administrative Staff	Stamp/note the date the certification is received  Review details of the request	Credit Recognition Form Enrolment Form



	<p>Confirm the unit codes and equivalence in TGA</p> <p>Verify the validity of the student's certification document by contacting the issuing organisation or inspecting the document if is certified true or signed as certified true and accurate</p> <p>If verified update enrolment details and record credit transfer application result</p> <p>File all documentation in the student record</p> <p>If the certification document is not a certified true, inform student of the outcome of verification</p> <p>Advise student to submit certified copy in order for the application to be processed.</p>	
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### 3. Processing the Application

Person Responsible	Step	Resources / References
Administrative Staff	Once verified update enrolment details and record credit transfer application result	LMS
	File all documentation in the student record	

