
Credit Transfer Procedure

Procedure

Students must apply for Credit Transfer at least 21 days prior to commencement of their course, however, it is to the discretion of the academic team to accept students after the 21 day timeframe. Successful Credit Transfer will reduce the student's course duration. This will shorten the student's visa and DHA needs to be notified immediately.

For a student to apply for credit transfer, the following documents and evidence must be completed and submitted:

1. Credit Transfer Application Form (available on www.greenwichcollege.com.au)
2. Certified copies of relevant academic transcripts Credit Transfer will only be awarded:
 - Where the unit of competency has exactly the same code and title as that for which Credit Transfer is being sought, even if it is not from the same Training Package, the student will be granted Credit Transfer based on the unit of competency held
 - Where the unit of competency or course in question has been superseded, the student will be advised to seek Recognition of Prior Learning as it is not a direct Credit Transfer
 - If the unit of competency has been transferred from another Training Package /curriculum and recoded and it is necessary to map the learning outcomes from the old and new units of competency, the student will need to apply for Recognition of Prior Learning
 - Application is only processed once the evidence submitted by the student is verified by the training organization who has issued the Statement of Attainment

There is no fee for Credit Transfer.

It should be communicated to students that any incomplete applications may result in a rejection and/or delay in processing of the application.

Assessment of the skills and knowledge will be carried out in the following ways:

- Credit Transfer application will be assessed by the Academic team and a decision made within 7 days of receiving the application
- If any further evidence is required, the Academic team will contact the student

CRICOS

- Greenwich College will provide a record of the course credit to the student, which must be signed and accepted by the student, and will be placed in the student's file
- Where a credit transfer is granted, the student will be notified of the change to their study duration and expected date of completion

References

Student Handbook

Staff Handbook

Accident Injury Report Form

Authorising Officer: _____ Date: _____ Review Date: _____

This policy is to be reviewed twelve (12) months from this date.