
Credit Transfer Procedure

Procedure

Students must apply for Credit Transfer at least 21 days prior to commencement of their course. Successful Credit Transfer will reduce the student's course duration. This will shorten the student's visa and DIBP needs to be notified within 14 days from the decision.

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

- Credit Transfer Application Form (available on the website www.greenwichcollege.com.au).
- 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.
- If the unit of competency has been modified and upgraded by the Training Package, it will be treated as an RPL application and **not** a Credit Transfer
- Where the unit of competency or course in question has been superseded, the student will be advised to seek Recognition of Prior Learning as it is **not** a direct Credit Transfer.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.

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 Manager and a decision made within 7 days of receiving the application.
- If any further evidence is required, the Academic Manager will contact the student.

- Greenwich Management 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.
- If Credit Transfer is granted for a unit of competency, tuition fees to the value of that subject's worth will be deducted from the total fee of the course.
- Where a credit transfer is granted, the student will be notified of the change to their study duration and expected date of completion.
- An amendment will be made to the student's eCoE in PRISMS in terms of an appropriate reduction in the student's course duration and expected date of completion.

References

National Code (2018) Part D Standard 12

Standards for Registered Training Organisations 2015

Recognition of Prior Learning Procedure

Authorising Officer: _____ Date: _____ Review Date: _____

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