

---

## Credit Transfer Policy

---

### Purpose

The purpose of this policy is to outline Greenwich English College Pty Ltd.'s approach to ensuring students are provided with credit for units of competency and/or modules where they are evidenced by:

- AQF certification documentation issued by another RTO or AQF authorised issuing organisation such as a university
- Authenticated VET transcripts issued by the Registrar

### Scope

This policy applies to all students enrolled in Greenwich English College Pty Ltd Vocational Programs.

### Policy

All students will be offered the opportunity to apply for credit for previously completed studies. Students can apply for Credit by completing a Credit Transfer Application Form at the time of enrolment and providing relevant supporting documents.

All evidence provided as part of an application for Credit will be authenticated by contacting the organisation that issued the documents to confirm the document is valid.

Where a student can provide certified copies of AQF certification documents issued by another RTO or authorised issuing organisation, Greenwich English College Pty Ltd will provide Credit for that unit or module where it is a unit listed in the student's course of enrolment with Greenwich English College Pty Ltd.

Where evidence has been provided of previous study being completed at another RTO, university or other authorised issuing organisation, an analysis as to the equivalence of study completed with the relevant units in the student's enrolment with Greenwich English College Pty Ltd will be undertaken.

Students will be advised of the outcome of the Credit Application in writing. Where credit is applied for and approved at the time of application, the Course Credit will be written into the student's letter of offer and written agreement.

Where Credit is provided after the acceptance of a place in a course or on commencement of studies and the Credit will affect the duration of studies, this will be recorded in PRISMS and a new CoE created.

### References

Recognition of Prior Learning (RPL) Policy No. 10

**Authorising Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_

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