Purpose
The purpose of this procedure is to ensure that the qualifications and Statements of Attainment issued by any other educational provider under Australian Qualifications Framework (AQF) are recognised as well as the requirements of Standards for RTO's and for the International students the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students are met.

Responsibility
The CEO is responsible for the implementation of this procedure and to ensure that staff and students (both domestic and international) are aware of its application and that staff implement its requirements.

Requirements
The procedure section defines the process used for dealing with applications for Credit Transfer.

The qualifications and Statements of Attainment issued by any other educational provider under the Australian Qualifications Framework (AQF) must be recognised in accordance with SRTOs.

Recognition means that students will be granted exemptions or advanced standing in a course as a consequence of having completed the same unit(s) of competency with another education provider (RTO).

Credit Transfer information must be included in the information given to students prior to enrolment. All staff must be provided with information about the Credit Transfer application process and assist students in completing applications.

Credit Transfer is different from Recognition of Prior Learning (RPL).

Definitions
Credit Transfer –applies to situations where students have completed units; identical (similar unit code and description) to those they are currently enrolled in, at another RTO or The Imperial College of Australia.

Variations in the version number or equivalent units (as listed on training.gov.au) of units reflect minor changes not related to outcomes and are therefore accepted for credit transfer.

Procedure
Applicants for Credit Transfer must complete the student credit transfer application form, attach a copy of a verified Award or Statement of Attainment and submit the application to the Director of Studies.

The Director of Studies must check the Award or Statement of Attainment and grant credit transfers for identical units that have been identified as being completed at another education provider.

Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer must be placed in the student files.
The completed Credit Transfer record must be signed by the student and the Director of Studies. Granting of Credit Transfer must be recorded as a unit outcome in the students file.

After Credit Transfer is granted a student’s course schedule must be reviewed and any reductions in the scheduled duration and the reasons for the reduction recorded and placed in the student’s file.

If possible for international students a full-time load for the student should be maintained by adjusting a student’s course schedule and duration for completion of the course.

The student tuition fees must be adjusted for subject exemption as a result of credit transfers.

**For International Student only**

Any course duration reduction as a result of Credit Transfer granted to international students must be indicated on the Confirmation of Enrolment if granted prior to the issue of a Visa or on PRISMS if granted after the issue of a visa.