

# Credit Transfer Policy

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## Scope

This policy applies to AAKIRA VET students and all AAKIRA staff who deal with all matters concerning VET.

## Policy

This policy supports Standard for RTOs 2015 - Standard, Clause 3.5:

“The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- authenticated VET transcripts issued by the Registrar.”

## Definitions:

Course Credit - Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning.’

AAKIRA will grant course credit to students with suitable prior learning or experience. Course Credits can be gained by a student through RPL (see Recognition of Prior Learning Policy and Procedure) or through Credit Transfer.

AAKIRA will ensure that the Standards for RTOs 2015 and other quality assurance requirements are met. Credit transfer is recognition for study already completed, which counts towards further study

Where AAKIRA grants course credit, AAKIRA will:

- have documented procedures for the granting and recording of course credit; and
- provide a record of the course credit to the student, which must be signed or otherwise accepted by the student, and place it on the student’s file.
- Course credit may reduce the length of a student’s course.
- Credit Transfers can be granted under any of the following circumstances:
  - Under the principles of National Recognition, a student is granted an automatic credit for any unit that they have successfully completed at any other Registered Training Organisation (RTO).
  - When the unit has exactly the same code and title, even if it is not from the same Training Package. When the unit has been reviewed and this has resulted in minor changes to the unit code or title eg. A code to B code. This indicates that the outcomes of the unit have remained substantially the same and there is at least 80% commonality with the original unit. When the unit has been transferred from another Training Package/curriculum and recoded, however the learning outcomes remain the same.

<b>Doc. Title</b>	Credit Transfer Policy				
<b>Doc. No.</b>	TAA-RTO-0046	<b>Version Date:</b>	27 Feb 2020	<b>Version:</b>	1.3
<b>Doc. Owner</b>	Tom Scash	<b>Doc. Approver</b>	Dannielle Duffy		