



Credit Transfer Policy

PURPOSE

Atlantis College of Management (ACM) accepts and provides credit to learners for units of competency and modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

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

Students must not be required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or license condition (including an industry licensing scheme prevent this).

SCOPE

Credit Transfer exemptions must be granted for studies completed at an RTO or at any other authorised issuing organisation, such as a university or TAFE.

In the case of any non-equivalent units of competency, Atlantis College of Management (ACM) will complete an analysis to determine the *equivalence* of the study completed with the relevant units of competency or modules before granting any credit or exemption.

DEFINITIONS

AQF	The Australian Qualifications Framework (AQF) specifies the standards for educational qualifications in Australia.
Certification Documentation	Certification documentation is the set of official documents that confirms that a qualification has been completed and awarded to an individual.
CoE	Confirmation of Enrolment
Credit Transfer (CT)	The granting of status or credit by an institution or training organisation to students for modules (subjects) or units of competency completed at the same or another institution or training organisation.
Credit for Prior Learning	An apprentice or trainee may gain 'credit' for relevant prior learning or experience. This prior learning or experience must be formally recognised and may mean the duration of the training contract can be changed.
Equivalency test	A test to measure the extent to which a person's existing knowledge or skills satisfy the requirements of an education or training program or a job.
Recognition of current competencies (RCC)	The assessment of a person's current capacity to perform; it applies if an individual has previously successfully completed the requirements for a unit of competency or a module and is now required to be reassessed to ensure that the competence is being maintained.
Recognition of prior learning (RPL)	The acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit in a subject or module. It can lead to a full qualification in the VET sector.
Statement of Attainment (SOA)	Formal certification in the vocational education and training sector by a registered training organisation that a person has achieved: (a) part of an Australian Qualifications Framework (AQF) qualification; or



	(b) one or more units of competency from a nationally endorsed training package; or (c) all the units of competency or modules comprising an accredited short course.
Qualification	Formal certification that is awarded by an accredited authority in recognition of the successful completion of an educational program.
Testamur	The AQF defines a Testamur as 'an official certification document that confirms that a qualification has been awarded to an individual'.
Transcript – Record of Results	A transcript is a certified record of a student throughout a course of study having full enrolment history at educational school including all courses attempted, grades earned, and awards conferred.
Unique Student Identifier (USI)	A national student identifier (or number) for vocational education and training (VET) students with the capability of being fully integrated with the entire education and training system and, potentially, also covering early childhood education.



PROCEDURES

Application for Credit Transfer

Applicants for enrolment or enrolled learners can apply for credit transfer using the “*Credit Transfer Application*” form.

Applications for credit transfer are made and supporting evidence documents submitted at the reception desk.

Applicants will be provided with a copy of this credit transfer policy and a copy of a credit transfer application form.

Applications for credit transfer will be accepted by applicants for enrolment or by learners at any time.

Applicants or learners must submit, with their application, authenticated detailed supporting documents including course records of results, transcripts, statements of attainment, unit of competency outlines, certificates, and letters of reference.

Applications must be submitted to the Student Services Manager.

Authenticating documents

The Student Services Manager is responsible for ensuring that all documents provided for the purpose of applying for a credit transfer are authentic and valid.

The Student Services Manager will complete this process by contacting the organisation which issued the document to confirm that it is authentic.

Verifying the Unique Student identifier (USI)

All applicants for credit transfer are required to provide the Student Services Manager with their Unique Student Identifier.

The Student Services Manager is responsible for verifying the Unique Student identifier.

To do this, the Student Services manager logs in to the USI website using ACM's MyGov, formerly AUSKey, credentials.

The Student Services Manager provides the USI, name and date of birth provided by the student.

Tips for compliance – use of USI transcripts

A student's USI transcript contains training outcome data submitted to the national collection by the student's RTO as a true record of the training undertaken by the student since 2015, including completions and non-completions. As such, a student's USI transcript **is a valid way** to authenticate the training undertaken by a student, comparable to calling the issuing RTO.



Atlantis College of Management (ACM) can directly view a USI transcript online via the USI transcript Service (www.usi.gov.au) for any student who has activated permission for them to do so in the USI Registry System.

Students can activate this permission online at any time using a smartphone or any internet connected device (theirs or their RTOs). This represents an acceptable alternative to calling the issuing organisation.

Atlantis College of Management (ACM) should still *exercise caution* when using a student's USI transcript to validate training achievements for purposes of granting credit:

- Exercise the same caution with printed or emailed PDF versions of a USI transcript provided by a student as you would with hard-copy certificates issued by RTOs.
- The version accessible online directly by RTOs provides a stronger level of assurance, suitable for credit transfer purposes.
- Always contact the organisation that delivered the training if you have any reason to be concerned about the authenticity of credentials presented.
- Advise the USI Office if you become aware of any fraudulent activity in relation to a USI transcript.
- As the availability of the USI transcript is dependent on the AVETMISS reporting cycle, you may have to rely on the hard copy of certificates issued by RTOs to validate training undertaken recently.

Processing applications for Credit Transfer

Processed applications will for credit transfer be available for collection by those who have applied for them *ten (10) working days* after submission of the application.

The Student Services Manager is responsible for ensuring that applicants for credit transfer receive feedback about the outcome of their application. This will be provided at the time the applicant for credit transfer collects the completed and processed application.

Learners (and applicants for enrolment) are required to sign the completed and processed application for credit transfer form to formally indicate that they have been given advice regarding the outcome of their application for credit transfer.

Processing of applications for credit transfer takes place at *no cost* to a student or applicant for enrolment.

Assessment of a request for Credit Transfer

Each application for credit transfer is assessed by an appropriately skilled and qualified assessor under the supervision of the RTO Manager and/or Compliance Manager.

If a student's authenticated statement of attainment or qualification from another RTO or organisation indicates that the student has been previously assessed as competent



in one or more units of competency of a qualification in which the student is enrolled, then the student will be granted credit transfer for those units of competency.

Signing to acknowledge receiving advice

Applicants for credit transfer must sign to acknowledge that they have received advice about the outcome of their application for credit transfer, and that they understand and accept the outcome of the application for credit transfer.

The applicant is required to sign only after the application has been processed and the applicant has received the notification.

Changes to course duration upon granting of Credit Transfers

If a credit transfer is granted to an overseas applicant for enrolment offshore (i.e. someone who has previously been awarded an AQF qualification or statement(s) of attainment) the course duration is indicated in the CoE issued for that student for that course.

Should credit transfer be granted to a student onshore, the change in course duration is reported via the *Provider Registration and International Student Management System (PRISMS)*.

An overseas student on a student visa who is granted credit transfers *must continue* to carry a full-time load of study (the required number of hours of class-time per week is not reduced).

Appealing a Credit Transfer Decision

Unsuccessful applicants for credit transfer may apply to have their assessment reviewed.

All appeals regarding credit transfer assessments must be in writing and lodged at the reception counter within *twenty (20) working days* of the credit transfer assessment outcome being made available to the applicant.

The Chief Executive Officer (CEO) will determine the outcome of an appeal against a credit transfer application outcome.

If an appeal on a credit transfer outcome is allowed, the Student Services Manager will inform the applicant of the reasons and provide advice regarding any additional information which may be required.

The Chief Executive Officer (CEO) will appoint a suitably qualified assessor to reassess the application for credit transfer.

The original credit transfer application form, together with all supporting materials and documents, assessor notes, and records of interview will be maintained in the hard file of the student by the Student administration Manager.

All documents relating to applications for credit transfer will be placed in the files of learners who have applied.



RESPONSIBILITIES

- a) The Chief Executive Officer (CEO) is responsible for the development and maintenance of this policy and for communicating this policy to all employees and students.
- b) The RTO Manager, Compliance Manager and Student Services Manager are responsible for ensuring that ACM adheres to the above requirements, mechanisms, guidelines, and protocols in the issuance of Credit Transfer Exemptions.

