CREDIT TRANSFER POLICY

ANC recognises that students need assurance that they will be able to take education pathways which recognise previous study outcomes and give appropriate credit where these relate to further studies.

Credit transfer refers to credit that is awarded on the basis of prior formal learning or study. The initial course or qualification is used to determine equivalence to learning outcomes or standards in another course or qualification. A student is not assessed as in the case of RPL/RCC. The College offers the opportunity to apply for Credit Transfer on enrolment.

The Credit Transfer policy will recognise relevant learning acquired through:

- Study towards formally recognised qualifications (academic programs and courses undertaken at an Australian university, VET Institution or other Registered Training Organisation)

- Accredited courses provided by professional bodies, voluntary organisations, enterprises, private educational institutions, trade unions and government agencies

Note: Credit Transfer must be granted when the:

1. Unit/module is the same i.e. Same code and title

2. Unit/module has been reviewed and this results in minor changes to the unit/module code e.g. A to B. This indicates that the outcomes of the unit/module have remained substantially the same i.e. at least 80% commonality with the original unit

3. Unit/module has been transferred from another Training Package/curriculum and recoded however the learning outcomes remain the same

A RPL& RCC & CREDIT TRANSFER REQUEST form will be used to assess applications.

Rules and regulations which inform, influence or govern decisions taken in respect to the granting of credit will be documented, transparent and publicly available to intending students prior to submissions of enrolment and include applications for credit in an easily accessed format. This will include transparent information related to fees where they are charged.
Arrangements for articulation and Credit Transfer, when applied, will not unfairly advantage or disadvantage either the students entering courses with Credit Transfer or articulation or those students who enter directly.

The College recognises and accepts any AQTF Qualifications and Statements of Attainment that are issued by other RTOs. Credit will be given for modules or units of competency for which an original, official Qualification or Statement of Attainment is produced.

Eligibility for credit does not guarantee a place in the course in which credit would be available.

Applications for credit based solely on formal qualifications must be within a timeframe such that the content of the qualification is current. Applications in those areas where the body of knowledge and practice has changed significantly and the applicant has not maintained sustained current practice may be rejected by the assessor.

Prospective Students seeking credit will provide current, relevant, valid, verifiable and substantial information and/or evidence about their previous studies and other prior learning during the application stage for entry to a College course.

Regular internal and external quality audits will demonstrate that policies and practices for all types of Credit Transfer and articulation support these principles.

Where the College grants course credit, the College 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.

If a Student receives Credit Transfer (Advanced Standing) from previous studies which lead to a reduced study load, they are still required to maintain a full-time load.

A student may appeal against a decision by forwarding a written notice of appeal to the Course Coordinator within 7 days of outcome of credit transfer application.
PROCEDURE

Where an applicant has submitted an application for Credit Transfer BEFORE grant of a student visa

- The Campus Officer is responsible for the management and handling of credit transfer if the application for credit transfer request is submitted before the applicant is granted a student visa.
- The application must fill the RPL & RCC & Credit Transfer Request Form and attach the certified copies of the original documents like statements of attainment and qualifications.
- These are then forwarded to the relevant Course Coordinator.
- The Course Coordinator assesses the application and records the outcome on the outcome section of the form.
- The outcome form then needs to be signed by the applicant confirming the outcome. A copy of the RPL & RCC Credit Transfer Form with all evidence must be kept on the student file.
- If the outcome of the assessment of the application is positive and the credit transfer leads to shortening of the course duration the college will indicate on the eCOE for the student the actual net duration (as reduced by the credit transfer).
- If the outcome of the assessment of the application is negative the applicant is informed in writing by Course Coordinator that his/her application for credit transfer is rejected and the applicant has the right to appeal as her the college’s appeal policy. A copy of the appeal policy is available on the college website.

Where a Student has submitted an application for Credit Transfer AFTER a student visa has been granted to the student:

- The Course Coordinator is responsible for the management and handling of credit transfer if the application for credit transfer request is submitted after the letter of offer student visa has been granted to the student.
- The application must fill the RPL & RCC & Credit Transfer Request Form and attach the certified copies of the original documents like statements of attainment and qualifications.
- These are then forwarded to the relevant Course Coordinator.
- The Course Coordinator assesses the application and records the outcome on the outcome section of the form.
- The outcome form then needs to be signed by the applicant confirming the outcome. A copy of the RPL & RCC Credit Transfer Form with all evidence must be kept on the student file.
- If the outcome of the assessment of the application is positive and the credit transfer leads to shortening of the course duration the college report the change of course duration. This done through PRISMS under Section 19 of the ESOS Act.
- If the outcome of the assessment of the application is negative the student is informed in writing by the Course Coordinator that his/her application for credit transfer is rejected and the applicant has the right to appeal as her the college’s appeal policy. A copy of the appeal policy is available on the college website.