



# AUSTRALIAN NATIONAL COLLEGE

## CREDIT TRANSFER POLICY AND PROCEDURES

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# CREDIT TRANSFER POLICY AND PROCEDURES

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# CREDIT TRANSFER POLICY AND PROCEDURES

## PURPOSE:

Australian National College 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:

- a) AQF certification documentation issued by any other RTO or AQF authorized issuing organization; or
- b) Authenticated VET transcripts issued by the RTO.

The purpose of this policy is to facilitate a process for Australian National College to recognize AQF and VET qualifications and VET statements of attainment issued by any other RTO. The student can apply for the course credit/s at the time of enrolment. Australian National College will process and give the student a record of the course credit/s. Course credit/s may lead to a shortening of a student's course duration.

## SCOPE:

This policy applies to:

- Students enrolled at Australian National College
- Australian National College Admissions Team, Academic Staff and Student Support Team.

All staff are made aware of the requirements of this policy through regular meetings, staff updates and continuous improvement practices. Students are made aware of this policy through Student Handbook, during the enrolment and orientation processes and also throughout the course.

## REQUIREMENT:

- Students must attach the certified copies of relevant documents with their application, attach to the Credit Transfer Form. Alternatively, students can bring their original documents to college, which will be copied and signed as sighted. The only completed application will be processed.
- Examples of documents may be required include but not limited to:
  - Verified transcript(s) of past academic record(s) indicating the course(s) completed, year completed and grade obtained (including details of the grading system)

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- Supporting documentation must be a certified copy and translated in English;
  - A copy of the course description, including the syllabus or handbook outline; and
  - Any other information required by the Course coordinator
- Australian National College endeavors to complete the application assessment process within 14 working days of receiving an application or as soon as practical.
  - Records of all course credit applications and the outcome will be placed on the student's file.

## PROCEDURES:

1. All students are made aware of their opportunity to applying for course credits using a "Credit Transfer form". This is also supported by the information provided in the '*Student Handbook*'.
2. Students who have completed a Nationally Recognised qualification/unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the similar unit(s).
3. The student must provide the original certificate to be sighted by the College staff or certified copies of the original document to verify the Credit Transfer and attach to the Credit Transfer Form.
4. Once the complete application is received by student administration, a copy is made and is placed on the student's file.
5. The application is then forwarded to the relevant Course Coordinator for assessment and outcomes determination. Where the student provides USI transcript for Course Credit, Australian National College Course Coordinator will still exercise caution when using a student's USI transcript to validate training achievements for purposes of granting credit:
  - a) Exercise the same caution with printed or emailed PDF versions of a USI transcript provided by a student as Australian National College would with hard-copy certificates issued by RTOs.
  - b) The version accessible online directly by RTOs provides a stronger level of assurance, suitable for credit transfer purposes.

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- c) Always contact the organization that delivered the training if Australian National College have any reason to be concerned about the authenticity of the credentials presented.
  - d) Advise the USI Office if Australian National College become aware of any fraudulent activity in relation to a USI transcript.
  - e) As the availability of the USI transcript is dependent on the AVETMISS reporting cycle, Australian National College may have to rely on the hard copy of certificates issued by RTOs to validate training undertaken recently.
6. Once the assessment is made, Course coordinator informs the student administration department of the outcome. The outcome is noted on the *Credit Transfer Form*. A copy of this document is then forwarded to the student.
7. Where student accepts the outcome and course duration is reduced as a result of course credits, CEO / Director of Studies will make relevant variations in student's COE via PRISMS.
8. Students who are not satisfied with the outcome of their application can appeal the decision using the procedure as detailed in Complaints & Appeals policy and procedures.

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## DOCUMENTS/FORMS:

### 1. Credit Transfer Form

| Section A Instructions   |           |                     |  |  |                       |                 |                    |      |
|--|-----------|---------------------|--|--|-----------------------|-----------------|--------------------|------|
| 1. Please refer to Australian National College's course credit policy for information on process.<br>2. Use this form for Credit Transfer application purposes only.<br>3. Please attach certified copies of supporting documents only.<br>4. If you need assistance with this form, please contact Australian National College student support team on campus |           |                     | 5. Specified credit is granted where it can be demonstrated that the unit previously studied is an exact or near equivalent of an Australian National College unit which contributes to the program in which the student is enrolled.<br>6. Unspecified credit is granted whereas when such exact or near exact equivalence cannot be determined and is applied towards elective courses.<br>7. When no elective course are available and courses cannot be matched, no credit can be granted. |  |                       |                 |                    |      |
| Section B Student Details  |           |                     |  | Must Fill (Make sure Address is Current) |                       |                 |                    |      |
| Student ID   |           | Surname/Family Name |  |  | Given Name            |                 |                    |      |
| Section C Information related to Australian National College course you are seeking credit for   |           |                     |  |  |                       |                 |                    |      |
| Course Name  |           |                     |  | Course Code                              |                       |                 |                    |      |
| Section D Details of Credit - Details of previous study for which credit is sought (Photocopy this page if you need to record additional courses/units)  |           |                     |  |  |                       |                 |                    |      |
| Course Name  |           |                     |  |  |                       |                 |                    |      |
| Course Code  |           |                     | Commencement Date  |  |                       | Completion Date |                    |      |
| Details of previous study  |           |                     |  |  |                       |                 |                    |      |
| Details of Previous Institutions   |           |                     |  |  |                       |                 |                    |      |
| Unit Code  | Unit Name | Year Completed      | Granted Y/N  | Specified Credit(Y/N)                    | Credit Declines (Y/N) | Unit Code       | Assessor Signature | Date |
|  |           |                     |  |  |                       |                 |                    |      |
|  |           |                     |  |  |                       |                 |                    |      |
|  |           |                     |  |  |                       |                 |                    |      |
|  |           |                     |  |  |                       |                 |                    |      |
|  |           |                     |  |  |                       |                 |                    |      |
| Field Placement 1: Number of Hours   |           |                     | Field Placement 2: Number of Hours   |  |                       |                 |                    |      |

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| <b>Section D Applicant's Declaration</b>  |                              |                                      |                                |
|---|------------------------------|--------------------------------------|--------------------------------|
| <p>✓ I warrant that the information on this form is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that the Australian National College may withdraw an offer of a place or cancel my enrolment in consequence.</p> <p>✓ I have read Australian National College's statement on privacy and the purposes for which my personal information will be used.</p> |                              |                                      |                                |
| Student Name  | Signature                    | Date:- ____/____/____                |                                |
| <b>Section E Office Use Only (Please circle the option)</b>   |                              |                                      |                                |
| Full name of staff member processing application  |                              | Date received                        |                                |
| <b>APPLICATION</b>  |                              |                                      |                                |
| <input type="checkbox"/> Checked Date   |                              | <input type="checkbox"/> Logged Date |                                |
| <b>Send out for approval</b>  |                              |                                      |                                |
| Send to -<br>_____  |                              |                                      |                                |
| <b>Date</b>   |                              | Due Back                             |                                |
| STUDENT ADVISED OF OUTCOME  |                              | <input type="checkbox"/> Yes         | <input type="checkbox"/> No    |
| Student advised by <input type="checkbox"/> Photocopy of this page  |                              | <input type="checkbox"/> Letter      | <input type="checkbox"/> Email |
| Send Date   |                              | Revised Completion Date              |                                |
| <b>FOR INTERNATIONAL STUDENTS</b>   |                              |                                      |                                |
| New/ amended eCOE required?   |                              | <input type="checkbox"/> Yes         | <input type="checkbox"/> No    |
| <b>For new students prior to enrolment:</b>   |                              |                                      |                                |
| International Admissions notified of new course end date  |                              | <input type="checkbox"/> Yes         | <input type="checkbox"/> No    |
| New eCOE has been issued  |                              | <input type="checkbox"/> Yes         | <input type="checkbox"/> No    |
| Teams has been updated  |                              | <input type="checkbox"/> Yes         | <input type="checkbox"/> No    |
| <b>Acknowledgement received from applicant</b>  |                              |                                      |                                |
| Required  | <input type="checkbox"/> Yes | <input type="checkbox"/> NO          | Due Date ____/____/____        |