



Credit Transfer Policy and Procedure

PURPOSE

As defined by the AQF, Credit Transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

Qld Small Business Courses (QSBC) is committed to accepting and providing credit to learners for units of competency and/or modules where these are evidenced as per the Standards for RTOs 2015.

SCOPE

This policy covers all QSBC policies and procedures and all training function activities.

DEFINITIONS

Current Unit: The Unit of Competency that is current and in the current course the student is enrolled in

Old Unit: The Unit of Competency shown on the student's Testamur or Statement of Attainment.

POLICY

1. Clause 3.5 of the Standards for RTOs 2015 will be adhered to and followed by QSBC.

PROCEDURE

1. If a student requests a Credit Transfer or is required to be given a Credit Transfer under a funding contract, the student must be able to produce the AQF Certification for this or the equivalent unit. This can include but is not limited to a Testamur or Statement of Attainment or a USi Transcript.
2. If the Unit of Competency is the exact same Unit Code and Unit Name, a Credit Transfer will be applied.
3. If the Unit of Competency (Unit code and Unit Name) is not identical to the Unit of Competency being applied for the process to be followed is:
 - a. Find the Current Unit on www.training.gov.au (TGA)
 - i. If the Current Unit is equivalent to the Old Unit and it was awarded within 2 years, the TGA information may be retained with the application and the Credit Transfer can be granted.
 - ii. If the Current Unit is equivalent to the Old Unit and it was not awarded within 2 years and the student can prove vocational competence in that field, evidence may be retained with the application and a Credit Transfer can be granted.
 - iii. If the Current Unit is equivalent to the Old Unit and it was not obtained within 2 years and the student can prove vocational competence in that field, a Credit Transfer cannot be granted.
4. If the student is funded through the Vet Investment Scheme, a Credit Transfer needs to be awarded for any core or elective units that can be imported into that qualification – unless the employer has a particular need for the student to complete further electives within the packaging rules of the course.