



## Credit transfer

### Policy

VACTS 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 USI Registrar.

### Procedures

#### Application for Credit Transfer

Applicants for enrolment or enrolled learners can apply for credit transfer using the “Application for Credit Transfer” form. Applications for credit transfer are made and 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 enrolment or learners must submit with their application authenticated detailed supporting documents including course transcripts, unit 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 documents provided for the purpose of applying for a credit transfer are authentic. The Student Services Manager will do this by contacting the organisation which issued the document to confirm that it is authentic.

#### Verifying the Unique Student identifier

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 VACTS’s AUSkey credentials. The Student Services Manager provides the USI, name and date of birth provided by the student.

#### 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. If a student’s authenticated statement of attainment or

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qualification from another RTO 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 PRISMS system. 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 in regard to credit transfer assessments must be in writing and lodged at the reception counter within twenty working days of the credit transfer assessment outcome being made available to the applicant. The 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 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.