



Credit Transfer Procedure

Contents

1. Associated Policy	2
2. Scope.....	2
3. Procedures.....	2
4. Supporting Documents	6
4.1 Legislation/Regulation	6
4.2 Policy and Procedures.....	6
4.3 Documents	6
5. Definitions	6



1. Associated policy

The *Credit Transfer Procedure* has been developed in conjunction with the *Credit Transfer Policy*.

2. Scope

Where this procedure refers to CIT, it includes CIT Solutions.

Under the principles of National Recognition, credit is granted for any unit successfully completed at another Australian Registered Training Organisation (RTO) when the unit has:

- exactly the same code and title, even if it is not from the same training package
- been mapped from another training package/curriculum and recoded, however the learning outcomes remain the same and published on the National Register (training.gov.au - TGA)
- been up-dated from a superseded unit and is equivalent in the revised Training Package and published on the National Register.

Applications for credit transfer can be made for all units offered by CIT, irrespective of delivery mode or location. However, in some cases, licensing or regulatory requirements may prevent a unit being awarded through a credit transfer process.

Credit transfer may also apply to arrangements of pre-defined credit for successful completion of part or full qualifications awarded from another institution.

This procedure applies to:

- all prospective and enrolled students
- CIT staff including administrators and educators involved with the commencement, delivery and completion of VET qualifications.

3. Procedure

If a student provides suitable evidence that they have successfully completed a unit or module at another RTO, CIT will provide credit for the unit or module.

According to the Australian Qualifications Framework (AQF) the credit transfer process involves:

- mapping, comparing and evaluating the extent to which the learning outcome, discipline content and assessment requirements of the individual components of one qualification are equivalent to the learning outcomes, discipline content and assessment requirements of the individual components of another qualification
- making a judgment about the credit to be assigned between the matched components of the two qualifications.

In practice, an educator will compare the evidence/transcripts provided to determine the extent to which the previously achieved course or unit is equivalent to the required competency outcomes, in a qualification they are now undertaking.

Equivalence is often straightforward and objective, such as where an authoritative source such as the National Register or the relevant training package asserts explicit equivalence between two units. In other



cases, mapping (comparing and evaluating) can be legitimately used to demonstrate equivalence between units that an authoritative source has not identified as equivalent or is silent on.

However, while there is some scope for professional judgement, if it is not possible to demonstrate equivalence between the learning outcomes, discipline content and assessment requirements of the two units then they are not equivalent, there would be a 'gap' in equivalence and therefore a credit transfer cannot be justified.

Within the business rules, credit transfer may be granted from earlier training packages units by the CIT educator reviewing the learning outcomes and deeming them to be substantially the same as the unit for which credit is being sought and documenting evidence leading to the judgement.

Step	Action	Responsibility
1	Provide Information regarding credit transfer to prospective students as part of marketing on the website and in hardcopy course information.	Manager Information and Recognition
2	Provide Information regarding credit transfer as part of course and unit induction including PowerPoint presentations and in printed materials.	Person hosting induction session Educator
3	Initiate an application (face-to-face, telephone or online) regarding credit transfer prior to enrolment or during the course of enrolment.	Course applicant/Student
4	Provide course advice and record potential applications for credit transfer for units Customer Relations Management system (CRM).	Educator
5	Agree to proceed with application for credit transfer and: <ul style="list-style-type: none"> provide a copy of an official academic transcript of modules/units successfully completed at another RTO or authorised organisation, or provide authorisation to access Unique Student Identifier (USI) VET transcript, or complete a privacy release authorisation giving permission for CIT to verify results with the issuing RTO. Submit an application electronically to infoline@cit.edu.au	Course applicant/Student
6a	For applications for credit transfer relating to alternative electives outside the approved units in the current <i>Training and Assessment Strategy (TAS)</i>.	Head of Department



Step	Action	Responsibility
	<p>Assess the application and supporting documentation within ten (10) working days of the date of receipt of the application.</p> <p>Consider the request for credit transfer relating to an alternative elective outside the units in the current TAS in the light of requirements of the training product (Training Package or accredited course).</p> <p>Submit documentation to the Manager Information and Recognition or delegate if the alternative unit meets the requirements of the training product and documentation passes the initial screening process for authenticity.</p>	
	<p>Within 3 working days of receiving advice from the Head of Department, screen the academic transcript to ensure:</p> <ul style="list-style-type: none"> • the document includes the letterhead of the issuing RTO or authorised issuing organisation including name, RTO number, logo • name of document e.g., Statement of Results • student's full name e.g., Jane Smith • qualification code/qualification full name. 	Manager Information and Recognition
6b	<p>For applications for credit transfer NOT relating to alternative electives</p> <p>Check the Student Management System (SMS) to ensure availability of the unit requested for credit transfer.</p> <p>Screen the academic transcript to ensure:</p> <ul style="list-style-type: none"> • the document has been printed on the letterhead of the issuing RTO authorised issuing organisation including name, RTO number, logo • name of document e.g., Statement of Results • student's full name e.g., Jane Smith • qualification code/qualification full name • year of each unit enrolment • unit code/unit full name • result for each unit • legend showing meaning of result codes • date the record was issued 	Manager Information and Recognition



Step	Action	Responsibility
	<ul style="list-style-type: none"> • identity of the authorised person in the issuing organisation • issuing organisations seal or other forms of protection such as such as the use of polymer paper, watermarks, document numbers. • contacting the issuing body where required <p>Where one unit of competency does not have the same national code but meets all the requirements of another unit of competency, request mapping of competencies by the relevant Head of Department.</p>	
	Undertake mapping where the claim for credit transfer relates a unit/s from another Training Package/curriculum Complete Credit Transfer Mapping template and forward to Head of Department Education Quality for approval.	Head of Department
7	<p>All applications</p> <p>Where the authenticity of the certification documents is in doubt advise the student that the authenticity is not verified and the reasons.</p> <p>Provide the student with the opportunity to provide further evidence to support an application for credit transfer.</p>	Manager Information and Recognition
	<p>Verify the application and:</p> <ul style="list-style-type: none"> • the modules/units added to the student enrolment; and • finalise application • enter grades entered on Banner • notify student • notify International Students Unit (ISU) (if applicable) <p>TRIM documents and retain as per CIT business requirements.</p> <ul style="list-style-type: none"> • result CT recorded. <p><i>Note: The SMS will automatically apply a credit transfer where the student has completed the unit one unit back at CIT. The units with an automatic credit transfer, will have a status in SMS of Credited In both cases, the unit will appear marked with a # on the Statement of Results with the legend indicating that it is a credited or exempt unit.</i></p>	Manager Information and Recognition



4. Supporting Documents

4.1 Legislation/Regulation

- [Canberra Institute of Technology Act 1987](#)
- [Education Services for Overseas Student \(ESOS\) Act 2000](#)
- [Standards for Registered Training Organisations \(RTOs\) 2015](#)
- [Australian Qualifications Framework: Qualifications Pathways Policy](#)

4.2 Policy and Procedures

- [Credit Transfer Policy](#)
- [International Students on student visas compliance with the ESOS Act policy and procedure](#)
- [Recognition of Prior Learning Procedure](#)

4.3 Documents

- Credit Transfer Mapping template
- [CIT Pathways](#)
- Skills Recognition “The Facts How to Apply” Brochure
- [Credit Transfer: An explanation \(Australian Qualifications Framework\)](#)
- [Credit Transfer \(Australian Skills Quality Authority\)](#)

5. Definitions

All terminology used in this procedure is consistent with definitions in the [CIT Policy Glossary](#). The following terms are provided in the context of this procedure.

Authorised Issuing Organisation	Names of authorised issuing organisations are contained in the AQF Register accessed at www.aqf.edu.au . The Register is the official national public record of all AQF organisations authorised to issue AQF qualifications, and all AQF qualifications issued.
Licensed or regulated outcome	Licensed or regulated outcome means compliance with an eligibility requirement for an occupational license or legislative requirement to hold a particular training product in order to carry out an activity.
National Recognition	National recognition is a training credit granted for modules/units completed at another training organisation