

Policy

1.0 Purpose

The purpose of this policy is to communicate Credit Transfer (CT) principles and processes to ensure learners of nationally recognised vocational training at the International College of Queensland Australia (ICQA) are considered within the framework and guidelines set in place of ASQA Users' guide to Standards for RTOs 2015; Clause 3.5—Accept and provide credit to learners.

2.0 Background

This is an opportunity for an applicant and candidate to request credit transfers and exemptions for their desired studies, taking into account their prior, completed studies that are relevant to the programme they wish to register for.

Standards for RTOs 2015; Clause 3.5 —Accept and provide credit to learners

The RTO 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 Registrar.

3.0 Definitions

Nil

4.0 Policy

International College of Queensland Australia (ICQA) recognises the obligation, as a Registered Training Organisation, to acknowledge the accolades granted by other RTOs. This is limited to results derived from the national skills framework, indicated by units of competence that have been granted and correctly specified in declarations of attainment and qualifications.

4.1 What is credit transfer?

Credit transfer refers to the acknowledgement by a Registered Training Organisation (RTO) of the knowledge and skills acquired through formal education and training at a different RTO. According to the Standards for Registered Training Organisations, all other Registered Training Organisations (RTOs) are required to accept and acknowledge qualifications and statements of attainment issued by any RTO. Credit transfer enables a student to receive recognition for completing a unit of competency that has already been granted to them.

4.2 When unit codes and titles are different

In order to transfer credit for a unit of competence that has a different title or code, it is essential to determine the equivalence between the unit that is already held and the unit that is being sought. Frequently, this information can be located within mapping documents disseminated in the pertinent Training Package or by the National VET Regulator, which furnishes procurement standards and mapping instructions. Our administrative personnel will acquire this information and verify assertions of equivalency.

Typically, we are not required to acknowledge the unit by transferring credits if there is no existing mapping for it. Under these conditions, the applicant should be sent for acknowledgement in accordance with our Recognition rules and processes.

4.3 Evidence requirements

The applicant must provide their Statement of Attainment or qualification for assessment by ICQA. These documents will contain specific information regarding the units of competence that the applicant has already been granted. Applicants are required to present compelling proof verifying their ownership of the Statement of Attainment or qualification, as well as its issuance by an Australian Registered Training Organisation (RTO). Statements of attainment or qualifications must adhere to the prescribed format specified in the Australian Qualifications Framework, Second Edition, 2013. The applicant must provide certified true copies of the originals, verified by a Justice of the Peace (or similar).

Procedures

5.0 Credit Transfer Guidelines

The following guidelines are to be followed when an application for credit transfer is received.

- Any student can request a credit transfer for a course or certification they are currently enrolled in.
- Students are eligible to request credit transfer only for units of competence or qualifications that fall within the scope of our registration.
- Students have the option to request for credit transfer at any given point, however, it is advisable to do so prior to starting a training programme. This will minimise superfluous training and direct the student towards a more streamlined route to proficiency.
- The student is exempt from any fees associated with the credit transfer, and we do not receive any financial support when the credit transfer is approved.
- Only complete units of competence are eligible for credit transfer. If a mapping guide indicates a partial credit, it will not be accepted for credit transfer. The applicant will be directed to pursue recognition instead.
- Credit transfer will only be granted if the student's enrolment includes at least one additional unit of competence in which the student actively participates in training or seeks recognition. Enrolment just for credit transfer is not permitted for students.

5.1 Procedure

The following procedure is to be applied by ICQA upon receipt of an application for credit transfer.

- **Step 1:** We will provide sufficient information to candidates to inform them of opportunities for alternative pathways via credit transfer and credit transfer policy. Ideally, this information should be provided to candidates before enrollment.
- **Step 2:** To apply for credit transfer, the applicant must complete the online Credit Transfer Application Form and attach the required supporting documents.
 - Go to the ICQA Credit Transfer webpage and fill out the **online form**
 - attach a certified copy of the qualification or Statement of Attainment or
 - activate permission via usi.gov.au for ICQA to authenticate the USI transcript
 - An enrollment application for the training program applicable to the units of competence for which credit transfer is requested.
- **Step 3:** Once the application is received, we will check the qualification or Statement of Attainment for authenticity and grant credit transfer for the units of competence completed at any other Registered Training Organisation.
- **Step 4:** Where the units of competence do not align with the requested units of competence, further information is to be sought in the form of Training Package mapping guides or purchasing guides.
- **Step 5:** Verified copies of qualifications and Statements of Attainment used as the basis for granting credit transfer must be kept on the student file.
- **Step 6:** Verify the issuing training organisation's status via training.gov.au
- **Step 7:** Students will be notified in writing of the outcome of their application. This may include issuing statements of attainment or qualifications awarded through credit transfer in accordance with our Qualifications Issuance policies and procedures.

6.0 Forms

ICQA CREDIT TRANSFER FORM

7.0 References

[Clause 3.5—Accept and provide credit to learners](#)

Version History

Date	Version	Author	Status	Reviewers
28/1/2023	V1	RP	Approved	CF