



## Credit Transfer Policy and Procedure

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### Purpose

Institute of Business Management (Victoria) supports the Australian Skills Quality Authority (ASQA) Standards for Registered Training Organisations (RTOs) 2015 (the RTO standards). IBM's National Recognition Policy ensures students can access credit transfer for the award of credit in a training program or qualification, leading to the partial or full completion of the requirements for that training program or qualification.

### Scope of the policy

This policy applies to prospective students of IBM (VIC), staff involved in assessing students for enrolment at IBM (VIC).

### Responsibility

The CEO/Head of training is responsible for the implementation of this policy and procedures and to ensure that all relevant staff are aware of the policy requirements, and they are trained for policy and procedures application and implementation. Trainers and assessors are responsible to follow this policy and procedures in their job roles.

### Policy

- IBM is committed to providing all students and potential students with a fair and accessible process for their assessment pathways, including credit transfer.
- Under the RTO standards, qualification transcripts issued by an accredited Registered Training Organisation (RTO) are to be accepted and recognised by all other accredited RTOs in Australia.
- National recognition allows for the unit of competency previously achieved by a student to be recognised when they enrol in a related course, where those units can assist them in meeting the requirements for a qualification. It is important to note that national recognition is not recognition of prior learning (RPL).
- If a student would like to apply for a credit transfer, they are required to present their original qualification transcript for examination by an IBM trainer and/or assessor. This evidence will show what units of competency may be eligible for a credit transfer.
- Students must provide satisfactory evidence that the qualification transcript is theirs and has been issued by an accredited Australian IBM.

### **National recognition guidelines**

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

- Any student is entitled to apply for national recognition in a course or qualification in which they are currently enrolled.
- Students may not apply for national recognition for units of competency or qualification which are not included in our scope of registration.
- Whilst students may apply for national recognition at any time, they are encouraged to apply before commencing a training program or qualification. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- The student does not incur any fees for national recognition, and we do not receive any funding when national recognition is granted.

- National recognition may only be awarded for whole units of competency. Where a mapping guide identifies a partial credit, this will not be considered for national recognition and the applicant will be advised to seek recognition.
- National recognition will only be issued when the student's enrolment includes at least one other unit of competency for which the student is participating in training or is seeking recognition. Students may not enrol only for national recognition.
- The recognition of a unit of competency under a national recognition arrangement is not contingent on the applicant demonstrating their currency. If the unit has been previously awarded and equivalence can be demonstrated, then the unit can be recognised. The currency of the applicant is not a factor to be considered.

## Procedure

The admin manager will ensure that all IBM employees either full-time or contract have been informed of their obligations in relation to national recognition apply during student enrolment process. IBM prospective students who will be seeking national recognition for an AQF qualification and or statements of attainment awarded to them by another recognised training organisation are required to:

- Fill out an IBM Recognition of Prior Learning (RPL) form stating what units of competency or qualification they wish to gain national recognition for
- Present the original documents for copying or appropriately verified copies of original documents (this meaning a copy of the original document sighted and signed off this fact by a registered JP) Copies of the presented document and the RPL application will be kept on the individual student's file.

The Head of Training and/or Admin Manager or the designated employee will validate the AQF qualification and or statement of attainment presented for national recognition by:

- Contacting the issuing registered training organisation to confirm that the document is authentic.
- Check the issuing registered training organisation on the National Training Information Service website to confirm that the issuing organisation is still registered and that their existing scope of registration allows for the issuing of the presented AQF qualification or statement of attainment.
- In a situation where the admin manager or designated employee has any concerns with the level of competence of the person who has been issued the qualification or statement of attainment a number of options are available must contact the issuing registered training organisation and discuss the concerns.

Credit transfer.

- Students applying for credit transfer must complete a Credit Transfer Application Form during the enrolment process. Students are required to present his or her statement of attainment or qualification transcript for examination by admin manager or designated employee. This evidence will provide the detail of what units of competency are eligible to be issued with a credit transfer outcome.
- Students must provide satisfactory evidence that the statement of attainment or qualification transcript is theirs and has been issued by an Australian IBM.
- Statements of attainment or qualifications transcripts should be in the correct format as outlined in the Australian Qualifications Framework.

- The student is required to submit copies only which are certified as a true copy of the original by a Justice of the Peace (or equivalent).

When unit codes and unit titles are different

- If national recognition is being sought for a unit of competency which has a different title or code, then it is necessary to establish the equivalence status between the unit held and the unit being sought. In many cases this information can be found in the mapping guide published on the National Training Register [www.training.gov.au](http://www.training.gov.au).
- Head of Training and/or Admin Manager or the designated employee will obtain this information and validate claims of equivalence.
- Head of Training and/or Admin Manager or the designated employee should note that the mapping notes within the National Training Register are sometimes very clear and in general will use language such as “Not equivalent” or “Is superseded by and is equivalent to”.
- In some cases, there will appear to be no direction, and this may be because the unit is new and has no previous version of the unit. In some cases, it will say words to the effect: “Is superseded by:” without any clarification about the equivalence status. In these cases, the new unit should be considered as not equivalent.
- If in doubt, the designated employee is to seek the advice of the Head of Training and/or Admin Manager or the related industry skills council.
- If there is no such mapping available of the unit, it is deemed not equivalent then we are not to recognise the unit through national recognition.
- In these circumstances, the student should be referred to apply for RPL in accordance with our Recognition policies and procedures. Under no circumstances is a comparison between units to be used as the basis for issuing national recognition.
- If the skills council has not determined it to be equivalent, then it is not. Subjective comparisons by the IBM are not valid.

All verified AQF qualifications and statements of attainment will be appropriately recorded.