

Credit Transfer Policy and Procedure

Purpose

The purpose of this policy is to ensure that Kiama Community College Inc. will accept and provide credit to students/candidates 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 as per Clause 3.5 of the Standards for Registration Training Organisations.

Scope

This policy applies to all students/candidates wishing to apply for Credit Transfer with Kiama Community College operations.

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.

Policy

The intention of this policy is to ensure that learners/candidate must not be required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this.

Where a learner/candidate provides suitable evidence they have successfully completed a unit or module at any RTO, Kiama Community College will provide credit for that unit or module.

Before providing credit on the basis of a qualification, statement of attainment or record of results, Kiama Community College will authenticate/verify the information in the document by contacting the issuing organisation to confirm the content is valid.

Credit status will not normally be granted for studies completed more than 5 years prior to the date of application, unless there is evidence of substantial relevant experience in the intervening years. Evidence of this experience will be obtained through, but not limited to, competency conversations. Previous study must not have been granted as an exemption or similar.

Kiama Community College is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO.

Procedure for applying for credit transfer

In order to lodge an application for credit transfer, students/candidates must complete the following process:

1. The student/candidate who has a previous qualification and wishes to apply for credit transfer, must contact the Kiama Community College for a Credit Transfer Application form and Authority to Verify form.
2. Student/candidate to complete the above forms and pays the required fee.
 - A one-off Administration Fee for an application of credit transfer per qualification (non-refundable) to cover the costs of verification and issuance.
 - \$100 for 1 credit transfer unit
 - \$150 for 2-5 credit transfer units
 - \$200 for 6-10 credit transfer units
 - However, if a student is enrolled in a College course and is studying 3 or more units, this one-off administration fee will be waived.
3. Kiama Community College will ensure mapping of qualification is completed to ensure the student/candidate meets the qualification packaging rules and unit/s equivalent to the current qualification.
4. Upon receipt of payment and completed forms, Kiama Community College will authenticate/verify the credit transfer documentation with the issuing RTO.
5. Upon verification from issuing RTO, Kiama Community College's Coordinator will authorise issuing of the equivalent qualification/unit that the student/candidate has applied for.
6. If the credit status requested is more than 5 years prior to the date of application, credit will not be issued unless there is evidence of substantial relevant experience in the intervening years. Evidence of this experience will be obtained through, but not limited to, competency conversations.
7. Kiama Community College will enter the outcome of the credit transfer into the student management system and all student/candidate information will be filed for evidence of outcome.

Continuous improvement

This policy and procedure will be reviewed on a biennial basis.