

CREDIT TRANSFER POLICY

INITIAL DATE:	16/11/2022
APPROVAL AUTHORITY:	Chief Executive Officer
DATE FOR REVIEW:	This policy is due for review two years from its date of last review or earlier if required by legislative or regulatory changes.
Version:	1.0

PURPOSE

Credit transfer allows a participant to be awarded a unit of competency towards completion of a qualification, based on successful completion of the unit under another Registered Training Organisation (RTO).

POLICY

This policy & procedure supports IPWEA to meet relevant legislative and contractual requirements including:

- The VET Quality Framework (ASQA Standards for Registration 2015)
 - Standard 1: Clause 1.12 Conduct Effective Assessment
 - Standard 3: Clause 3.5 Provide Credit for Prior Studies

PROCEDURE

IPWEA accepts and provides credit to participants for units of competency (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

A copy of the SOA must be provided to IPWEA so that IPWEA can enter the CT result in the Student Management System before any potential claim is made.

- All requests for CT must be received before commencing the Unit of Competency, and preferably before commencing the course or qualification
- If Statements of Attainment are not supplied, Credit Transfer cannot be awarded
- Unique Participant Identifier (www.usi.gov.au) transcripts can be provided as evidence of completion

IPWEA will recognise Statements of Attainment awarded by any Registered Training Organisation throughout Australia. IPWEA does not award partial completion of a unit via mutual recognition. IPWEA recognises USI Transcripts as evidence of completion.

Standard 3.5 of the ASQA Standards for Registration 2015 states that IPWEA is under no obligation to issue IPWEA Certification that would be entirely comprised of Units of Competency completed at another RTO or RTOs.

PROCESS

- If a participant wishes to apply for CT they must mention in the section of the Pre-Training review with the required original or certified copy of their Statement of Attainment.
- For participants providing a USI Transcript, IPWEA requires participants to either:
 - login to www.usi.gov.au in the presence of an IPWEA staff member to ensure the integrity of the Transcript, or
 - Provide a certified copy of the USI Transcript, or
- Provide permission to IPWEA via the USI portal to view the Transcript for the unit/s the Participants wish to apply for CT.
- If there is any doubt as to the Authentication of the Statement that is supplied, the trainer and/or IPWEA staff may use the “Qualification Verification Privacy Form” (with learner consent) to contact the issuing RTO to confirm the authenticity of the document.
- The training plan for the Participant is to be updated to reflect the CT outcome.
- The result of CT is recorded in our Student Management System and reported appropriately as part of IPWEA’s AVETMISS Reporting.

CURRENCY OF QUALIFICATION

If the statement of attainment or testamur/diploma is older than the current Training Package / accredited course, the applicant will have the option of applying for RPL. The applicant will be required to map the old unit codes against the new codes. There will be a cost for this process.

In this instance, the participant would meet with the Trainer/Assessor and receive a copy of the latest relevant units to map against. If the evidence is incomplete or not compliant the applicant will be advised by the Trainer/Assessor and therefore GAP Training is required.

Revision Date	Version	Summary of changes	Staff name