



1. Purpose

This Policy and Procedure outlines Everhought Education (ETE) and Everhought College of Construction (ECOC), also trading as Australian Institute of ICT (AICT), commitment to mutually recognising units of competencies, accredited courses, skill sets and full qualifications issued by other Registered Training Organisations (RTO), or AQF authorised issuing organisation or authenticated VET transcripts issued by the Registrar of Unique Student Identifier (unless licensing or regulatory requirements prevent this).

2. Scope

This Policy and Procedure covers all of ETE, ECOC, and AICT's training and assessment services across all campuses and all training/academic, student services, and governance staff members.

3. Responsibilities

The General Manager is responsible for ensuring this Policy and Procedure is implemented. The Compliance Coordinator is responsible for ensuring this Policy and Procedure is maintained and up to date in line with scheduled revisions. Managerial staff are responsible for ensuring their teams are up-to-date with this Policy and Procedure.

4. Policy and Procedure

A. ALL STUDENTS

Credit transfer refers to the transferral of academic credit previously obtained by students through participation in courses or national training package qualifications with other RTOs, towards a qualification offered by ETE, ECOC and AICTT. Credit transfer is granted on the basis that the credit validates the student's competency within the relevant qualification/unit of competence. Credit transfer of a qualification/unit of competence is available to all students enrolling in any training program offered by ETE, ECOC and AICTT to assist them in meeting the requirements of that qualification.

Information provided to ETE, ECOC and AICTT for the purposes of a credit transfer is verified by way of:

- USI transcript verification or
- requests for certified copies of original documents or
- validation with the issuing RTO.

In the case where the issuing RTO has closed, ETE and ECOC will contact ASQA to seek a confirmation transcript of previous studies.

Credit transfer requirements:

Students may apply for credit transfer at any time but are encouraged to apply before commencing a training program. There is no cost associated to credit transfer services.

Students applying for credit transfer must complete a **Credit Transfer Application Form** and provide a certified copy of the qualification or statement of attainment.



Credit Transfer may only be awarded for whole units of competency. Where a partial credit is identified the applicant will be advised to seek Recognition of Prior Learning (RPL) services.

Credit transfer 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 will be recognised.

Students may not apply for credit transfer for units of competency or qualification which are not included in the RTOs' scope of registration, unless they meet the packaging rules of the chosen qualification.

For units that are granted credit transfer:

- the student is exempt from having to complete those units
- the units will contribute to the student's eligibility to obtain their full qualification.

Potential/Enrolling Students:

All new students will be informed of the availability of credit transfer and the evidence requirements prior to commencement of training, including referencing through the **Application and Enrolment Sheet**.

If a student indicates on their **Application and Enrolment Form** or to an RTO representative that they would like to apply for a credit transfer – they will then be provided with the **Credit Transfer Application Form** which the student must sign and return with supporting documents, to the Compliance Coordinator.

Each application will be assessed on its own merits and in accordance with the RTOs' **Fair Treatment and Equal Benefits & Opportunities Policy and Procedure**.

If a participant is ineligible, the Compliance Coordinator will provide advice about Recognition of Prior Learning (RPL).

All units of competency which have been granted under the rules of Credit Transfer will be identified as such on the participant's academic record in WISENET, the RTOs' student management system and all documentation including the **Credit Transfer Application Form** and all copies of certified originals and supplementary evidence will be stored in the student file.

Subsequent to Enrolment:

A student who is studying another course at the time of their enrolment or commences another course subsequent to their enrolment may become eligible for a credit transfer for any common units after commencement of their course with ETE, ECOC or AICTT. In these circumstances, the RTO will process a credit transfer application providing the unit/s have not already been delivered and assessed as competent by ETE, ECOC or AICTT.

Appealing the Credit Transfer Decision:

All credit transfer applicants have the right to appeal any decision made about their credit transfer application, in accordance with the RTOs' **Complaints and Appeals Policy and Procedure**. Should their application not be successful, the Compliance Coordinator will provide further detail about this procedure.



B. INTERNATIONAL STUDENTS

No further information applies.

C. QLD FUNDED STUDENTS

No further requirements for QLD funded students.

D. WA FUNDED STUDENTS

No further requirements for WA Funded students.

5. Related Documents

- Application and Enrolment Sheet
- Credit Transfer Application Form