





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  
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 **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 in the 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. Should their application not be successful, the Compliance Coordinator will provide further detail about this procedure. **Complaints and Appeals Policy and 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