

## Policy and Procedure

Name:	Credit Transfer Policy
Approved by:	Director of Student Engagement
Date Approved:	18/06/2015
Approved by:	Head of Compliance
Date Approved:	18/06/2015
Implementation Owner	Head of Compliance
Maintenance Owner	Head of Compliance
Review Date	06/04/2018

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## **SECTION 1 – INTRODUCTION**

### **PURPOSE**

Qualifications and VET Statements of Attainments issued by another Registered Training Organisation will be recognised. Processes are in place for managing Credit Transfers and information is included in the Student Handbook.

### **SCOPE**

This policy and procedure applies to all students, and prospective students, and IVY INSTITUTE staff.

## **SECTION 2 – POLICY**

### **POLICY**

Ivy College (Ivy) ensures that participant information and relevant marketing material contains advice that Ivy will recognise AQF qualifications and statements of attainment issued by other registered training organisations.

Participants seeking mutual recognition for AQF qualifications and/or statements of attainment awarded by another recognised training organisation must present the original documents for sighting or a certified copy of original documents. Verified copies are to be kept on the individual participant's file.

Ivy ensures that its trainers & assessors and its Student Services team are provided with guidelines and professional development in relation to credit transfer.

Credit Transfer is offered at no cost. The exception is where Credit Transfer is applied for a full qualification, in which case a course admin fee of \$350.00 applies which covers the cost of issuance of AQF documentation process).

## SECTION 3 – PROCEDURE

### CREDIT TRANSFER

In order to apply for credit transfer, the **student** should complete the following steps:

1. Complete the “Credit Transfer Form”
2. Attach a certified copy of the transcript from the other RTO and highlight the units you wish to have applied to your current enrolment
3. Submit completed “Credit Transfer Form” and transcript to Ivy
4. Ivy, in consultation with the relevant trainer, will review and confirm whether the student is eligible for Credit Transfer within five (5) working days providing all necessary documents have been submitted. A longer period may be required where full assessment is required, particularly at peak enrolment times.
5. If the student is eligible, the result will be applied to the unit within the Student Management System.
6. Ivy will advise the student in writing of the outcome of the credit transfer application:
  - a) Student is eligible for mutual recognition and the result has been entered into the Student Management System, or
  - b) Student is not eligible for mutual recognition and the reason why.

In processing the Credit Transfer request form, **Ivy** staff will complete the following steps:

1. Applicants are required to authorise release of information, which allows Ivy to verify the qualification and/or statement of attainment.
2. The Ivy trainer/assessor is to validate the AQF qualification and/or statement of attainment presented for mutual recognition by contacting the issuing authority.
3. Overseas and domestic academic qualifications presented for an application for course credit will be authenticated by:
  - original documents (i.e. award and transcript of results) being provided by the candidate to the authorised by Ivy Institute representative; or
  - copies of the original documents (i.e. award and transcript of results) being provided by the candidate which have been notarised by a Justice of the Peace or equivalent authority.
4. Verified AQF qualifications and statements of attainment are to be fully recognised and appropriately recorded on the participants file.
5. AQF qualifications and statements of attainment unable to be verified will not be recognised and the participant asked to provide further verifiable evidence if possible.
6. Non-verified claims for mutual recognition are to be recorded on the individual participant’s file, together with details of any requests for further information and/or counselling undertaken.

**SECTION 4 – REFERENCE AND SUPPORTING INFORMATION****SUPPORTING DOCUMENTATION**

Document name	Document type	Location
Credit Transfer Form	Form	Internal
Student Handbook	Handbook	External website

**SECTION 5 – GOVERNANCE****CHANGE HISTORY**

Version	Approval date	Approved by	Approved by	Change
1.0	10/6/13	CEO		New policy
1.1	18/06/2015	Director of Product & Compliance	Compliance Manager	Template formatting changes applied.
1.2	24/09/2015	Director of Product & Compliance	Compliance Manager	Update to policy
1.3	06/04/2017	Head of Compliance		Update to include reference to SGA
1.4	21/08/2017	Head of Compliance		Updated to remove reference to SGA