



Credit Transfer Policy

QIBA acknowledges the requirement as a Registered Training Organisation to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competency awarded and accurately identified in statements of attainment and qualifications.

What is national recognition?

National recognition (commonly referred to as Credit Transfer) is the recognition of learning achieved through formal education and training. Under the Standards for Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. National recognition allows the unit of competency previously achieved by a student to be recognised when they are enrolling in a related course where those units can assist them in meeting the requirements for a qualification. It is important to note that **national recognition is not recognition of prior learning** (RPL). RPL is assessment and is addressed within the Recognition policy.

When unit codes and titles are different

If national recognition is being sought for a unit of competency which has a different title or code, then it is necessary to establish the equivalence status between the unit held and the unit being sought. In many cases this information can be found in the mapping guide published on the National Training Register www.training.gov.au. QIBA administrative staff will obtain this information and validate claims of equivalence.

Administrative staff should note that the mapping notes within the National Training Register are sometimes very clear and in general will use language such as “Not equivalent” or “Is superseded by and is equivalent to”. In some cases there will appear to be no direction and this may be because the unit is new and has no previous version of the unit. In some cases it will say words to the effect: “Is superseded by:” without any clarification about the equivalence status. In these cases the new unit should be considered as not equivalent. If in doubt, administration staff are to seek the advice of the Principal, the Chief Executive Officer or the related industry skills council.

If there is no such mapping available or the unit is deemed not equivalent then we are not to recognise the unit through national recognition. In these circumstances, the applicant should be referred for RPL in accordance with our Recognition policies and procedures. Under no circumstances is a comparison between units to be used as the basis for issuing national recognition.



Evidence requirements

An applicant will be required to present his or her statement of attainment or qualification for examination by QIBA. These documents will provide the detail of what units of competency the applicant has been previously issued. Applicants must provide satisfactory evidence that the statement of attainment or qualification is theirs and that it has been issued by an Australian RTO. Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework, Second Edition, 2013. The applicant is required to submit copies only which are certified as true copies of the original by a Justice of the Peace (or equivalent).

Credit Transfer guidelines

The following guidelines are to be followed when an application for credit transfer is received:

1. Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
2. Students may not apply for credit transfer for units of competency or qualification which are not included in our scope of registration.
3. Whilst students may apply for credit transfer at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
4. The student does not incur any fees for credit transfer.
5. Credit transfer may only be awarded for whole units of competency. Where a mapping guide identifies a partial credit, this will not be considered for national recognition and the applicant will be advised to seek recognition.
6. Credit transfer will only be issued when the student's enrolment includes at least one other unit of competency for which the student is participating in training or is seeking recognition.
7. The recognition of a unit of competency under a national recognition 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 can be recognised. The currency of the applicant is not a factor to be considered.

Credit Transfer Procedure

The following procedure is to be applied by QIBA upon receipt of an application for credit transfer:



- Step 1** QIBA will recognise and award credit transfer for candidates presenting with current competence.
- Step 2** To apply for credit transfer, the applicant must complete and submit the following documentation to QIBA:
- Credit Transfer Application Form;
 - Certified copy of the qualification or statement of attainment; and
 - Enrolment application for the training program applicable to the units of competency for which national recognition is requested.
- Step 3** On receipt of the application, we will check the qualification or statement of attainment for authenticity and grant national recognition for the equivalent units of competency that have been completed at any other Registered Training Organisation.
- Step 4** Where the units of competency do not align with the units of competency requested, further information is to be sought in the form of the Training Package mapping guide if available.
- Step 5** Verified copies of qualifications and statements of attainment used as the basis for granting national recognition must be kept on the student file.
- Step 6** The completed national recognition application form must be signed by the student and QIBA Principal (or delegate) and retained on the student's file at QIBA.
- Step 7** Students will be notified in writing of the outcome of their application.
- Step 8** If Academic Credit is granted to an overseas student QIBA will give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the student ceases to be an accepted student.
- Step 9** If QIBA grants the overseas student course credit that reduces the overseas student's course length, QIBA will:
- Inform the student of the reduced course duration following granting of course credit and ensure the confirmation of enrolment (COE) is issued only for the reduced duration of the course.



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- Report any change in course duration in PRISMS if Course credit is granted after the student's visa is granted.