

	QIBA VET Credit Transfer Policy			
	Policy Scope:	This Policy applies to all VET administration staff and VET students enrolled by QIBA.		
	Accountability:	Compliance and Risk Manager		
	Last Date of Review:	20.01.2021	Reviewed:	Annually
	QIBA Pty Ltd ABN: 35 071 667 108 RTO: 5304 CRICOS Provider No: 01515J			

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.

1. 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 an assessment-only pathway and is addressed within the QIBA Recognition of Prior Learning Policy.

2. 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National Training Register are sometimes very clear and in general will use language such as “Not equivalent” or “Is superseded by and is equivalent to”.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 In some cases it will say words to the effect: “Is superseded by:” without any clarification about the equivalence status.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.

3. 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 true certified copies of the original qualification/s.

4. Credit Transfer guidelines

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

1. QIBA provides information on recognition options prior to and upon student enrolment.
2. Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
3. Students may not apply for credit transfer for units of competency or qualification which are not included in our scope of registration.
4. Students are required to apply for a credit transfer before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
5. The student does not incur any fees for credit transfer.
6. 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.
7. 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.
8. 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.

5. 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:

- a QIBA VET Enrolment Application Form for the training program applicable to the units of competency for which national recognition is requested.
- a QIBA Credit Transfer Application Form;
- a copy of the qualification or statement of attainment;

- a completed and signed QIBA Disclosure of information Form or alternatively, activate permission for QIBA to view the qualification via the USI Transcript Service (see below; *Authenticating a qualification via the USI Transcript*).

6. Authenticating a qualification via a USI Transcript

A student's USI transcript contains training outcome data submitted to the national collection by the student's RTO as a true record of the training undertaken by the student since 2015, including completions and non-completions. As such, a student's USI transcript is a valid way to authenticate the training undertaken by a student, comparable to calling the issuing RTO.

RTOs can directly view a USI transcript online via the USI transcript Service (www.usi.gov.au) for any student who has activated permission for them to do so in the USI Registry System. Students are able to activate this permission online at any time using a smartphone or any internet connected device (theirs or their RTOs). This represents an acceptable alternative to calling the issuing organisation.

- Students have the option to activate permission for QIBA to view the particular qualification via the USI Transcript service

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

7. Related documents

- a. QIBA VET Application Form
- b. QIBA Credit Transfer Application Form
- c. QIBA Recognition of Prior Learning Policy
- d. QIBA VET Disclosure of Information Form
- e. USI Transcript Service (www.usi.gov.au)

Version Control and Change History

Version Control	Date Effective	Approved By	Amendments Made
1.0			First issue