



# University Procedure

## Credit Transfer (TAFE)

### 1. Purpose

This procedure describes the processing of all Credit Transfer applications leading to a nationally recognised Vocational Education and Training (VET) qualification. This procedure will ensure that the [Australian Quality Training Framework \(AQTF\)](#) standards and other quality assurance requirements are met.

### 2. Scope

This procedure applies to **all** enrolments in profile, fee for service, international and third party provider funded courses.

The University **does not** claim government funded Student Contact Hours for granted Credit Transfers.

Credit Transfers can be granted under any of the following circumstances:

1. Under the principles of **National Recognition** a student is granted an **automatic** credit for any unit that they successfully completed at any other Registered Training Organisation (RTO).
2. When the unit has **exactly** the same code and title, even if it is not from the same Training Package.
3. When the unit has been **reviewed** and this has resulted in minor changes to the unit code or title eg. A code to B code. This indicates that the outcomes of the unit have remained substantially the same and there is at least 80% commonality with the original unit.
4. When the unit has been **transferred** from another Training Package/curriculum and recoded, however the learning outcomes remain the same.

### 3. Definitions

**RPL Assessor:** Is a person responsible for conducting the RPL assessment? They must be a qualified assessor and it is recommended that they have undertaken training in UB RPL procedures and practices. Refer to the AQTF for assessor qualifications and competence.

**Unit:** The word “unit” has been used to encompass both a “unit of competency” and a “module”.

### 4. Actions

Steps	Who is Responsible	Notes
1. Determine Credit Transfer fees.	TAFE Senior Management	Profile: Deputy Vice Chancellor. All other funding: Head of School. <b>Refer <a href="#">Statute 9.2 Fees and Charges (TAFE)</a>.</b>
2. Provide Credit Transfer information to prospective students.	Departments and Sections	Any department or section providing information to prospective students must include Credit Transfer information in all marketing materials eg. Course Finder, websites, brochures, student diaries. <i>International on shore students:</i> Granting of a Credit Transfer must be consistent with the requirements of the ESOS Act.

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Steps	Who is Responsible	Notes
3. Determine Credit Transfer status and advise all staff who enrol students.	Head of Department	To confirm status refer to mapping document in Training Package, curriculum or purchasing guides. A list of all approved Credit Transfers must be attached to the Course Implementation Plan.
4. Complete and submit Credit Transfer form and evidence.	Student	The student must provide an original or certified copy of their Statement of Results as evidence.
5. Grant Credit Transfer and seek acknowledgement from student (where required).	RPL Assessor	<i>International on shore students only:</i> A granted Credit Transfer may impact on the student's visa status which they must acknowledge in writing. A copy of this acknowledgement and advice on change of course duration (total number of weeks) must be forwarded to ISP for further action. <b>Refer: ESOS Compliance Checklist.</b> (NB Currently under review)
6. Attach to enrolment form and forward documents to Student Services.	RPL Assessor	
7. Process enrolment and Credit Transfer documentation.	Student Services	Enrol student in <b>all</b> units of the course and calculate enrolment fees.
8. Enter results onto APTUS and organise official publication of results.	Student Services	<b>Credit Transfer Granted.</b> Internal administration code: <b>TR</b> Statement of results code: <b>CR</b>
9. Appeal assessment decision.	Student	A student may submit a written appeal to the Head of School within 7 days of publication of final results. <b>Refer: <a href="#">Regulation 5.3 Assessment.</a></b>

### 5. Responsibilities

- Chair – Academic Board has responsibility for the maintenance of this procedure.
- Specific responsibilities are included in Section 4.

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### 6. Policy Base

- [Australian Quality Training Framework \(AQTF\)](#) for Registered Training Organisations.
- [AQF National Principles and Operational Guidelines for Recognition of Prior Learning.](#)
- [Education Services for Overseas Student Act 2000](#) (ESOS Act).
- [Statute 5.2 - Entry Quotas, Admissions and Enrolment.](#)
- [Statute 5.3 - Assessment.](#)
- [Statute 9.2 - Fees and Charges \(TAFE\).](#)
- [Regulation 5.2 - Entry Quotas, Admissions and Enrolment.](#)
- Regulations [5.3](#) and [5.3.2 - Assessment.](#)

### 7. Associated Documents

This procedure is connected to other TAFE procedures referring to skills recognition:

- [Recognition of Current Competency \(RCC\).](#)
- [Recognition of Prior Learning \(RPL\).](#)

This procedure must be used in conjunction with the following TAFE procedures:

- [Assessment.](#)
- [Australian Apprenticeship Delivery.](#)
- [Commercial Activities.](#)
- [Delivery of a TAFE Course.](#)
- ESOS Compliance Checklist (TAFE Division) *(NB Currently under review)*
- International TAFE Students Recruitment & Enrolment. *(NB Currently under review)*
- [VETiS.](#)

### 8. Forms/Record Keeping

Title	Location	Responsible Officer	Minimum Retention Period
<a href="#">Credit Transfer form</a>	Student Services	Director – Student Services	7 years

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