

Melbourne Metropolitan College & Langford English College

PPI8 Credit Transfer Policy and Procedure

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1. Table of Reference

Distribution	All staff and students
Related Entities	Active Transition Training Pty Ltd trading as: <ul style="list-style-type: none"> Melbourne Metropolitan College Langford College
Related Documents	<ul style="list-style-type: none"> Student Credit Transfer Form MMC_PPI23_Students_Complaints_and_Appeals_Policy_and_Procedure_V.3_2024 Students Complaints and Appeals Form MMC_PPI4_Assessment_Policy_and_procedure_V.3_2024 Student Handbook – International
Statutory References	<ul style="list-style-type: none"> National Vocational Education and Training Regulator Act 2011 Standards for RTO's 2015 National Code of Practice 2018 Standard 8 ESOS Act 2000
Legislative Context	<ul style="list-style-type: none"> Commonwealth Human Rights and Equal Opportunity Commission Act 1986 Commonwealth Disability Discrimination Act 1992 Commonwealth Disability Standards for Education 2005

2. Purpose

The purpose of this policy and procedure is to ensure that the Qualifications, Statement of Results (Academic Transcript), and Statements of Attainment (SoA) issued by any other registered providers are recognised and the requirements of the AQF, SRTOs 2015, and the National Code 2018 are met for Melbourne Metropolitan College and Langford College Implement.

3. Scope

This policy applies to all students (international and domestic) applying to study a vocational course with Melbourne Metropolitan College (MMC) and Langford College.

4. Responsibility

The RTO Manager is responsible for the implementation of this policy and procedure and to ensure that staff and students are aware of its application and requirements. The Student Administration/Support Manager will be responsible for administration of the processes and documentation.

5. Definitions

- Credit Transfer (CT) means exempting a student from enrolling in and being assessed in a unit or units because they have been granted recognition for having completed the identical unit or units at another registered provider.
- “Recognition” means that students will be granted exemptions or advanced standing in a course as a consequence of having completed the same unit(s) in another registered provider.
- Variations in the version number of units reflect minor changes not related to outcomes and are therefore accepted for CT.

6. Policy

- The qualifications, Statement of Results, and Statements of Attainment issued by any other registered provider will be recognised.
- Credit transfer information must be included in the information given to students prior to enrolment.
- All Coordinators, trainers/assessors, and Student Support Officers will be provided with information about the CT and assist students in completing applications.
- CT is different from Recognition of Prior Learning (RPL). See MMC_PPI4_Assessment_Policy_and_procedure_V.3_2024

7. Procedure

- Applicants seeking CT must complete the CT Application Form and attach a copy/copies of supporting evidence proof, such as: qualification(s); statement of results (academic transcript(s)); statement of achievement (SoA), and submit the application to the Student Support Manager/Officer.
- The Student Support Manager will forward the application to the RTO Manager who will check the qualifications, statement of results (academic transcript) or statement of attainment and grant credit transfers for identical units that have been identified as being completed with another registered provider.
- The RTO Manager verifies the copies of supporting evidence proof by directly accessing the USI transcript online or by contacting the organization that issued the document that must be placed in the student file.
- The completed CT record must be signed by the student and the RTO Manager.
- Granting of CT must be recorded as a unit outcome in the student’s file and on the Student Management System(aXcelerate).
- After CT is granted, a student’s course schedule must be reviewed and any reductions in the scheduled attendance (and the reasons for the reduction) must be recorded in the student’s file.
- Wherever a full-time load for the student should be maintained by adjusting the student’s course schedule and duration for completion of the course.
- In the case of international students, any course duration reduction as a result of credit transfer granted to students must be indicated on the:

I. the student's Confirmation of Enrolment if granted prior to the issue of a visa, or

II. PRISMS if granted after the issuance of a visa

8. Review Date

12 months from the date of this version, or as required.

9. Revision Control

Version Number	Date	Reason for change	Prepared By	Approved By
V.3	07/06/2024	Updated and improved	RTO Manager (SC)	CEO (HH)