CREDIT TRANSFER POLICY AND PROCEDURE

1. Policy

This policy has been developed to support the VET Quality Framework and Condition 7 of the AQTF Essential Conditions and Standards and ensures the Alpine Institute will recognise qualifications issued by other Registered Training Organisations.

The qualifications and Statements of Attainment issued by any other Registered Training Organisation must be recognised.

The underlying principle of Nationally Recognised Training is that a Learner does not have to repeat training and assessment that has already been undertaken. A Learner shall not be required to repeat training and assessment in a unit of competency that they are able to provide evidence of competence in the form of a Nationally Recognised Qualification or Statement of Attainment identifying the same unit.

2. Procedure

2.1 General information for individuals

All prospective and enrolling individuals must be informed in either print or electronic form of the opportunity to apply for Credit Transfer. Individuals can apply for Credit Transfer at any time.

2.2 Learner request for Credit Transfer

- If a Learner wishes to apply for Credit Transfer they must complete the ‘Credit Transfer Application’ and include appropriate evidence to support the Credit Transfer application.
- The ‘Credit Transfer Application’ will specify the units that the Learner is applying for Credit Transfer.
- The Learner is required to submit this application with associated evidence to Learner Administration.

2.3 Assessment process

The assessment of all Credit Transfer Applications will be undertaken by the Corporate Services Manager.

All Credit Transfer applications must be supported by the appropriate Nationally Recognised Qualification or Statement of Attainment indicating exactly the same code and title as those included in the Learner application.

The Corporate Services Manager will confirm that the evidence provided is valid, current and authentic. This may require the Corporate Services Manager in confirming the evidence with the issuing institute.

Where appropriate evidence is provided with the Credit Transfer application the Corporate Services Manager must grant the Credit Transfer and recognise the qualifications or statement of attainments issued by other Registered Training Organisations. The Corporate Services Manager must complete the appropriate sections of the Credit Transfer Application form.

Where Credit Transfer is granted this information will be communicated in writing to the applicant within 10 business days of completion of the assessment, and the qualification/statement of attainment will then be issued. Where Credit Transfer is not granted participants will be notified in writing of the outcome participant within 10 business days of completion of the assessment. The written communication to the Learner is to include a reason for refusal (where applicable).

In all cases, a copy of the Credit Transfer documentation and verified copies of the relevant Qualification/Statement of Attainment and outcome will be kept in the Learner’s file.