# Global Business College of Australia Pty Ltd

trading as

# Global Business College of Australia (GBCA)

## Credit Transfer

## Policy & Procedure 6

337-339 La Trobe Street, Melbourne VIC 3000

338 Queen Street, Melbourne VIC 3000

## DOCUMENT CONTROL

| Department | GBCA Training & Learning | Author(s) | GBCA Administration | |
|---|---|---|---|---|
| **Quality Controlled Policy No. & Title** | Policy 6 Credit Transfer Policy and Procedure 2.2 | **Approved** | GBCA Compliance | |
| | | **Authorised** | Managing Director | |
| **Standards** | Standards for Registered Training Organisations (RTOs) 2015 – Standard 3 (clause 3.5)<br><br>National code 2018-   Part of standard 2 | **Distribution** | Internal | GBCA Manager<br>GBCA Staff<br>GBCA Candidates |
| | | | External | GBCA Students |

## REVISION RECORD

| Date | Version | Revision description |
|---|---|---|
| June 22, 2015 | 1.0 | GBCA creates policies and procedures against Standards for Registered Training Organisations (RTOs) 2015 and The National Code 2007. This policy is created to reflect current practices of credit transfer |
| January 11, 2016 | 2.0 | Minor changes to reflect current practices of credit transfer. |
| September 14, 2017 | 2.1 | Update: Title, address on cover |
| 1 Jan 2018 | 2.2 | Update NC 2018 |

# 1.0    Purpose

The purpose of this procedure is to outline the procedures for Credit Transfer.

# 2.0    Responsibility

The Training Manager is responsible to implement this policy and procedure.

# 3.0    Definition

3.1    Credit transfer is defined in the AQF as follows: Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

This is underpinned by the AQF definition of credit as follows: Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

# 4.0    Process for application of Credit Transfer:

Under the Standards for Registered Training Organisations 2015, qualifications and statements of attainment issued by any RTO are accepted and recognised by Global Business College of Australia (GBCA). This is based on the assumption that the unit of competence being recognised is the same unit of competence or a revision of that unit which is equivalent to unit being sought.

Applicant request for Credit Transfer personally or through Marketing agent through Credit Transfer Application Form (Form SA005). Student Recruitment Manager who works with marketing agent will pass the Form SA005 to Student Administration team.

Applicant is required to attach verified documents of his/her prior academic achievement with the Credit Transfer Application Form (Form SA005). Academic achievement evidence must include a minimum of: a Statement of Attainment or a Record of Result.

Student Administration Team will work with training department to ensure completeness and accuracy.

The Training Manager will map the learning outcomes from the evidence submitted against the unit being applied for Credit Transfer.

If credit transfer is being sought for a unit of competence which has the same code and title, credit transfer will be granted.

If credit transfer is being sought for a unit of competence which has a different title or code, then it is necessary to establish the equivalence between the unit held and the unit being sought. This is done by either confirming unit equivalence with the National Register of information on Training Packages, Qualifications, Courses and

Units of Competency (TGA Website) or by comparing mapping documents contained within the training package itself.

As a general guide, if there is no such mapping available then GBCA is not obliged to recognise the unit through credit transfer. In these circumstances, the applicant should be referred for recognition in accordance with our Recognition policy and procedure.

The Training Manager will return the Confirming Outcome of Credit Application and the reduced duration to the Student Administration Team.

The Student Administration Team will issue CoE with a reduced duration.

The Student Administration Team will take note on student's file and prepare a customised Training Plan for the student. Training Plan will be discussed with the Trainer prior to student commencement.

**Relevant files**

Student Application Form (Form SR008)
Credit Transfer Application (Form SA005)
Confirming Outcome of Credit Application (Form SA005)

GBCA Credit Transfer (CT) Flow Chart

Flowchart content:

Applicant request for CT via Credit Transfer Form (Form 14). Applicant to provide SOA or RoR

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Student details passed to Student Admin Team

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Training Manager to assess the application.

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Same Unit Code/ Name

— No → Check mapping of previous and current qualification

↓ (Yes)

Training Manager to Complete the Confirming Outcome of CT form and send to Student Admin

← Yes — Mapping available and equivalent Unit — No → Training Manager to Complete the Confirming Outcome of CT form and send to Student Admin Student Admin to send outcome to the applicant, Issue normal CoE

← Yes — Student Admin to send the Confirming Outcome of CT form to the applicant, issue shortern CoE

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Student Admin to develop customised Training Plan

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Discuss with Trainer prior to student commencement

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Record CT on Wisenet, place CT outcome on student's file