

# Bracken Ridge State High School

## Procedure

### *Credit Transfer and Recognition*

Relevant clauses: 3.5

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#### **1. Introduction**

The purpose of this procedure is to detail the process to be followed for identifying when students will be eligible to receive credit transfer from other qualifications within the RTO, students transferring from other schools as well as students who have undertaken study with other RTOs.

#### **2. Scope**

This procedure covers all qualifications on the scope of the RTO.

The objective of this procedure is to ensure that all students are advised about credit transfer and it is ensured that the RTO awards credit where required.

#### **3. Definitions**

*Standards for Registered Training Organisations (RTOs) 2015* is a set of nationally agreed quality assurance arrangements for training and assessment services delivered by Registered Training Organisations (RTOs).

*Credit transfer* means the student has provided evidence to the RTO Manager either by a Statement of Attainment or Record of Results from a qualification that they have already been deemed competent in the same unit.

*Record of results* is a document issued by an RTO to a student confirming that the person has satisfied the requirements of a full qualification and includes the details of all units of competency achieved.

*Statement of attainment* means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

#### **4. Roles and responsibilities**

The *Chief Executive Officer* (Principal) is responsible for:

- Ensuring the correct implementation of this procedure.

The *RTO Manager* is responsible for:

- Informing Trainers and Assessors, Heads of Faculty and SDCS Operator about the process of credit transfer and recognition;
- Each year, collecting a list of units of competency being offered to students within all qualifications and mapping across these to identify any units that are being offered in multiple qualifications (this may be delegated to the SDCS Operator) to develop the RTO Scope Unit Mapping document
- Each year, identifying students who are enrolled in multiple qualifications and determining where credit transfer applies (this may be delegated to the SDCS Operator);

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- Ensure students who have transferred from other school RTOs provide a Statement of Attainment from the previous RTO, or an authenticated VET transcript from the Student Identifier Registrar prior to awarding credit transfer;
- Instructing the SDCS Operator to update student records on SDCS; and
- Inform Trainers and Assessors of instances where credit transfer has been applied.

The *Trainer and Assessor* is responsible for:

- Ensure the student is informed about credit transfer at the commencement of the course;
- Assist the RTO Manager in identifying students for credit transfer; and
- Updating student profile/portfolio with a copy of the documented evidence and details of awarded credit transfer as advised by the RTO Manager.

The *SDCS Operator* is responsible for:

- Assisting the RTO Manager in developing the RTO Scope Unit Mapping and keeping this up to date;
- Assist the RTO Manager in identifying students for credit transfer;
- Collecting the evidence from students in the form of statements of attainment and records of results to award credit transfer;
- Providing the Trainer and Assessor with a copy of the statements of attainment or records of results;
- Completing the credit transfer checklist; and
- Updating student details on SDCS with details of awarded credit transfer as approved by the RTO Manager.

### 5. Procedure

At the commencement of the school year a Student Induction will be conducted by the RTO Manager and/or Trainer and Assessor and included in this process will be information about credit transfer and will be further documented in the Student Handbook. Students who join a VET qualification as a late enrolment will be taken through the induction process by the RTO Manager.

Students will be informed about:

- What credit transfer is;
- What documents need to be provided for credit transfer; and
- The process of obtaining credit transfer.

All students who are entitled to credit transfer from units of competency they have achieved within the RTO (ie. through qualifications completed in year 10 or across qualifications being undertaken at the same time) will be awarded credit transfer automatically by the RTO. These instances will be identified by the RTO Manager and the SDCS Operator and the student and relevant Trainer and Assessor will be informed by the RTO Manager. In order to achieve this, the RTO Manager and SDCS Operator will identify all units of competency across the RTO that are offered in multiple courses and where students will be awarded credit transfer.

When students transfer in from other schools that are an RTO and the student has undertaken VET at the other school credit transfer will only be granted upon the student providing a Statement of Attainment or Record of Results issued by the previous RTO (a Form S1 is not sufficient). It will be the responsibility of the student to obtain this and credit transfer will not be granted until the documented evidence has been provided. The documentation is to be provided to

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the RTO Manager or SDCS Operator directly. A copy of the Statement of Attainment/Record of Results will be provided to the Trainer and Assessor to store a copy with the student profile/portfolio as evidence. The SDCS Operator will update SDCS accordingly.

When students have undertaken qualifications through other non-school RTOs credit transfer will be granted when the student provides the RTO Manager or SDCS Operator with a copy of the Statement of Attainment or Record of Results. This will be recorded on SDCS by the SDCS Operator and a copy of the documentation given to the Trainer and Assessor for storing as evidence on the student profile/portfolio.

### **6. Records and documentation**

[Credit transfer checklist](#) *(when printing this document set up to print 2 pages per sheet and this will result in an A5 checklist)*

[RTO Scope Unit Mapping](#)