



# Credit Transfer Policy

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## Purpose

To ensure recognition of units of competency obtained through formal education and training are accepted.

## Scope

This applies to all staff, trainers, and assessors of The Moreland Group.

## References

- Standards for RTOS (SRTOS) 2015
- Australian Skills Quality Authority VET Quality Framework (VQF)

## Related Documents

- The Moreland Group Student Handbook

## Responsibilities

The RTO Administrator is responsible for all requests for credit transfer received by The Moreland Group.

The RTO Administrator is responsible for the collation of evidence and processing of forms for a request for credit transfer.



## Process

### Getting credit for your current competence

The acknowledgement of awards from another RTO is limited to outcomes that are drawn from the national skills framework being units of competence awarded and accurately identified in statements of attainment and qualifications.

### What is credit transfer?

Credit transfer is the recognition of learning achieved through formal education and training. Under the VET Quality Framework (VQF), qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit Transfer allows a student to be awarded a unit of competency/module based on successful completion of the unit which has been previously awarded.

### Evidence requirements

If you are seeking credit you are required to present your statement of attainment or qualification for examination by The Moreland Group. These documents will provide the detail of what units of competence the applicant has been previously issued. You must provide satisfactory evidence that the statement of attainment or qualification is yours and that it has been issued by an Australian RTO. You are required to submit copies only which are certified as a true copies of the original. You may also be required to provide a course syllabus where the course detail is not readily available.

A completed application form is also required, this can be obtained from The Moreland Group website. Payment of the application fee is made at the time of enrolment in the qualification.

### Notification of credit transfer

You will be notified of successful credit transfer once your application has been processed. When you have commenced completion of the qualification you, and your assessor, will be notified of any assessment tasks for which you gain an exemption due to the credit transfer.

## General guidelines

The following guidelines are to be followed in relation to credit transfers:

- Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
- Students may not apply for credit transfer for units of competence or qualification which are not included in The Moreland Group scope of registration.



- Whilst students may apply for credit transfer at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- Students must complete the Request for RPL form in order to formally request the service.
- The student will be charged an application fee for credit transfer.
- The student will have the value of \$300 reduced from the total course fee for each Unit of Competency (UOC) that credit transfer is granted.
- Credit transfer may only be awarded for whole units of competence. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and applicants will be advised to seek recognition or undertake further study.