

Approver:	GCC / GB
Steward:	CEO / Principal
Administrator(s):	Compliance Manager / Compliance Coordinator
Policy No:	VP1.5 V2.0
Approval Date:	<i>Refer to the relevant meeting minutes</i>
Assessment Date:	<i>Refer to the relevant meeting minutes</i>

1.5.1. Purpose

The purpose of this policy is to ensure that the Australian College of Management and Innovation implements a consistent, fair, transparent, and academically rigorous credit transfer process. This process recognizes prior completion of equivalent units or modules to support learner progression, while maintaining the integrity, quality, and learning outcomes of the training product. This policy ensures compliance with the Outcome 1 - Standards for NVR Registered Training Organisations Instrument 2025 (Cth) and Standard 2 - the National Code of Practice for Providers of Education and Training to Overseas Students 2018. In addition, for Engineers Australia-accredited training products, this policy ensures that credit transfer decisions are consistent with the requirements of the Accreditation Standard - VET Competency Programs (AMS-STD-20).

1.5.2. Scope

This policy applies to:

- All Australian College of Management and Innovation staff involved in the management of student enrolments, fee payments, financial arrangements, and tuition protection, including the CEO, Compliance Manager, Finance Manager, and Administration staff.
- Training products on the Australian College of Management and Innovation scope of registration, *including specific conditions applied to programs accredited by Engineers Australia.*

- Prospective and currently enrolled students seeking credit transfer.

1.5.3. Policy Statement

Australian College of Management and Innovation recognizes students who have previously completed equivalent units of competency or training products through another RTO where a student is seeking credit transfer for the said training products that are on the Australian College of Management and Innovation's scope of registration. It is important to note that credit transfer is not an assessment. It is an administrative function that determines the equivalence of a unit of competency or training product the student has been previously awarded to units of competency or training products incorporated into courses being delivered at Australian College of Management and Innovation. This is not to be confused with the recognition of prior learning which is a method of assessment.

To support learner progression and eliminate unnecessary duplication of training, Australian College of Management and Innovation will:

- Provide all VET students with information about the Credit Transfer process and access to this policy and procedure.
- Provide all VET students with the opportunity to apply for credit transfer (CT).
- Assess credit transfer applications based on verified and authenticated AQF certification documentation or an authenticated VET transcript (unless prevented by licensing or regulatory requirements of the training product).
- Ensure decisions are fair, transparent, and consistent across all applicants.
- Maintain detailed records of all CT decisions in the student management system.
- Provide a written record of the CT decision to the student, require the student to accept the decision in writing, and retain the written record of acceptance for two years after the student ceases to be an accepted student.
- Inform the overseas student of the reduced course duration following the granting of course credit and create a Confirmation of Enrolment (CoE) that reflects the shortened course duration where CT shortens the course duration.

- Update the Confirmation of Enrolment (CoE), notify PRISMS and the international student as required, where the CT is applied and approved after the enrolment and the course duration is shortened.

Credit transfer will only be granted where equivalency of training products is confirmed and not restricted by licensing or regulatory conditions.

1.5.3.1. Specific Conditions for Engineers Australia Accredited Programs

To support the integrity of both the accredited program and the accreditation decision; the following conditions apply to the training products:

- Credit transfer is granted only for units that form part of the approved *Engineers Australia* accredited program of study.
- Credit transfer is strictly limited to no more than 50% of the packaged qualification.
- Absolutely no credit transfer permitted for Gateway, Cluster, and Capstone units (Bespoke Design to Address *Engineers Australia* Criteria and Industry Requirements).

1.5.4. Procedure

1.5.4.1. Information and Access

The Australian College of Management and Innovation ensures that prior to enrolment, during enrolment and at orientation, all students are:

- Informed of their right to apply for Credit Transfer.
- Provided access to the Credit Transfer Policy, Procedure, and Enrolment Form.
- Directed to Student Support staff or the Academic Manager for guidance.

This information is also made available via the student handbook, website, and pre-enrolment materials.

1.5.4.2. Application

To apply for Credit Transfer, a student must:

- Submit a completed ***Credit Transfer Application Form***
- *Note: Engineers Australia accredited training products have different CT forms .*
- Provide AQF certification documentation or an authenticated VET transcript (such as a USI transcript).
- The Australian College of Management and Innovation Student Support Officer shall receive the application form and:
- Log the same into the Credit Transfer Register.
- Verify the provided AQF certification documentation or the authenticated VET transcript with the issuing RTO/ Authority.
- Refer the application to the Academic Manager.

1.5.4.3. Assessment of Credit Transfer

Australian College of Management and Innovation ensures that:

- Credit is only granted for equivalent units of competency or training products identified through Training Package mapping.
- Licensing or regulatory requirements are checked before granting CT.
- The Australian College of Management and Innovation Academic Manager:
 - Reviews the verified AQF certification documentations or the authenticated VET transcript for authenticity and equivalence.
 - Confirms the units of competency or the training products align with those on the Australian College of Management and Innovation's scope.
 - Identifies if the application pertains to the *Engineers Australia*-accredited training product. If yes, the Academic Manager must verify that:
 - Credit transfer is granted only for units that form part of the approved *Engineers Australia*-accredited program of study.
 - The total credit granted is strictly limited to no more than 50% of the packaged qualification.
 - Absolutely no credit transfer permitted for Gateway, Cluster, or Capstone units (Bespoke Design to Address *Engineers Australia* Criteria and Industry Requirements).
 - Use the forms developed specifically for *Engineers Australia* accredited training products.

1.5.4.4. Credit Transfer Decision and Documentation

Australian College of Management and Innovation Academic Manager:

- Makes a decision to grant Credit Transfer based on the provided and verified evidence.
- Communicate the decision to the student in writing within 10 working days, and require the student to accept the decision in writing.

Australian College of Management and Innovation Student Support Office:

- Enters the Credit Transfer decision into the Student Management System and ensures all relevant documents are saved in the student's file.
- Retains the written record of acceptance for two years after the student ceases to be an accepted student.
- If the Credit Transfer reduces the course duration for an overseas student, informs the student of the reduced duration, updates the Confirmation of Enrolment (CoE) via PRISMS to reflect the shortened duration, and advises the student to consult the Department of Home Affairs regarding any potential impacts on their student visa.

1.5.4.5. Appeals and Reassessments

Students who disagree with the Credit Transfer application outcome may:

- Lodge a formal appeal as per the Australian College of Management and Innovation Feedback, Complaints and Appeals Policy and Procedures.
- Request a reassessment of the credit transfer application and evidence.
- Academic Manager ensures all appeals are responded to within the timelines specified in the policy.

1.5.4.6. Ongoing Monitoring and Continuous Improvement

Australian College of Management and Innovation Compliance Officer audits the Credit Transfer documentation annually to ensure compliance with Rules of Evidence and the Australian College of Management and Innovation CR 2.9 – 2.11 AQF Certification Documentation and Records Policy and Procedures.improvement.

1.5.5. Roles and Responsibilities

- CEO: Provides strategic oversight and ensures organizational systems support valid and fair Credit Transfer processes.
- Academic Manager: Reviews and approvals of the Credit Transfer request as per policy
- Compliance Officer: Ensures policy adherence and record management.
- Student Support Officer: Updates student records and maintains evidence in the Australian College of Management and Innovation's Student Management System.