



CREDIT TRANSFER POLICY

VERSION NUMBER: 1.027APRIL2021JRAYNEJPAULE

AUTHORISED: Principal Executive Officer, 27th April 2021.

MODERATED BY: Principal Executive Officer, 27th April 2021.

VALIDATED BY: Student Support Coordinator, 28th April 2021.

SCOPE: Global College Australasia (Here-in GCA)

AIM: The aim of this policy is to provide information and clarity on credit transfer application and conditions in GCA.

PURPOSE: This policy is designed to ensure that Global College Australasia remain compliant with:

- A. *Standards for Registered Training Organisations (RTOs) 2015*
- B. *AQF Qualifications Pathways Policy*
- C. *AQF Qualifications Issuance Policy*

EFFECTIVE DATE: 3rd May 2021

AUDIENCE: All Students and staff of GCA

DEFINITIONS

- A. **A potential student** relates to a student with no GCA issued COE or has a GCA issued COE but has NOT commenced their course.
- B. **An active student** relates to a student who has been issued a COE and has commenced a course with GCA.

POLICY STATEMENT

1.1 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.

1.2 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.



1.3 GCA will grant credit/s to a potential student in one or more identical unit/s of competency in an AQF qualification if:

- A. The potential student has attained competency in the unit/s of competency, *and*
- B. The unit/s of competency forms part of the course packaging rule in the GCA course in which the potential student wishes to enrol into, *and*
- C. The testamur and/or the statement of attainment provided by the potential student for the purpose of obtaining credit/s, meets the requirements of the *AQF qualifications issuance policy 2.1.6*.

The testamur or the statement of attainment must contain the:

- 1. Name of the RTO where the unit of competency have been attained, *and*
- 2. Legal name of the student, *and*
- 3. Awarded AQF qualification by its full title, *and*
- 4. The identical codes and full title of the unit/s of competency in which a credit transfer is sought, *and*
- 5. The outcome of the unit/s of competency, *and*
- 6. Date of issue/award/conferral, *and*
- 7. Person(s) in the RTO authorised to issue the documentation, *and*
- 8. Authenticity of the document, in a form to reduce fraud such as the issuing RTO's seal, corporate identifier or unique watermark.

1.4 GCA will grant credit/s to a potential student in one or more unit/s of competency in an AQF qualification if:

- A. The potential student has attained competency in the superseded unit/s of competency, *and*
- B. The superseded unit/s of competency is equivalent to the current unit/s of competency being delivered in the course/s in which the potential student wishes to enrol into, *and*
- C. The potential student demonstrates, through payslips and/or a formal workplace reference letter, currency in the industry relevant to the current unit/s of competency during the last 52 weeks prior enrolment application date.

GCA management reserves the right to, on a case-by-case basis, set a minimum duration to be demonstrated by the potential student in industry currency, depending on gap skills and volume of learning between the superseded and current unit/s of competency. *And*

- D. The testamur and/or Statement of attainment provided by the potential student for the purpose of obtaining credit/s, complies with clause 1.3 section C part 1 to 8 of this policy.



1.5 GCA will grant credit/s to an active GCA student in one or more unit/s of competency in an AQF qualification if:

- A.** The active student has attained competency in the unit/s of competency in their initial accredited GCA course, *and*
- B.** The unit/s of competency forms part of the course packaging rule in their next accredited GCA course/s in which the active student is enrolled into, *and*
- C.** The unit/s of competency, although part of, is not being delivered in their next accredited course/s.

1.6 GCA will only grant credit/s in one or more unit/s of competency in an AQF qualification to a potential student or active student prior commencement of their current course.

However, on a case-by-case basis, authorized management may, in their wisdom, grant credit/s to a potential student post commencement of their course if a:

- A.** Genuine compassionate reason is proven by the student *and/or*
- B.** Genuine compelling circumstance is proven by the student.

In such a case where credits/s is granted, any unit/s of competency in which the student has enrolled in Global College Australasia and completed, will not be refunded.

1.7 GCA will recognize a unique student identifier (USI) submitted by a student for the purpose of credit/s and will grant credit/s where applicable on a case by case basis.

1.8 Where one or more units had been approved and granted a credit transfer by GCA to a potential student, management will provide the potential student with a revised course/tuition fee prior enrolment in the current course.

The revised course/tuition fee will be captured in the written agreement (letter of offer) between the potential student and GCA.

In such a case, on a case-by-case basis, the volume of learning of the student may differ and where applicable a study reassessment plan in the form of an individualized timetable may be issued to potential the student.

1.9 In the event where GCA suspects that a testamur and/or statement of attainment submitted by a potential or active student for the purpose of obtaining credit/s or for enrolment purpose to be fraudulent and/or disingenuous, GCA management reserves the right to conduct a validation check with consent from the student.

Should the student not consent to the validation check, GCA:

- A.** Will not pursue the validation check *and*
- B.** Will not grant any credit/s to the student.