UQ College

	POLICY

Policy Name:	**Credit Transfer Policy**
Document Number:	V1.4.01
Approved by:	CEO
Last Approval Date:	March 2022
Review Date:	March 2024
Audience:	UQ College Staff, Students and Community
Contact Officer:	Senior Manager Corporate Services
Related Policies:	HR5.1.06 Complaints Handling and appeals Policy
Related Documents:	Credit Transfer Application
Legislation:	National Vocational Education and Training Regulator Act 2011
Standards for RTO's:	Clause 3.5

1. Purpose and Objective

This policy describes how UQ College will accept and provide credit to learners for units of competency.

2. Policy Scope/Coverage

All students enrolled at UQ College are eligible to apply for credit transfer.

Credit Transfer students do not need to go through a RPL process if they already have a Statement of Attainment or Qualification from another Registered Training Organisation (RTO) for any units of competency/learning outcomes which are the same as those in any of the college's VET programs. They can be awarded automatic recognition in these cases

This is referred to as **"mutual recognition"** and you will be eligible for credit transfer.

3. Definitions

NVR National VET Regulator

VET Vocational Education and Training

AQF Australian Qualifications Framework

RTO Registered Training Organisation

SNR Standards for NVR Registered Training Organisations

4. Policy Statement

UQ College accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:
a. AQF certification documentation issued by any other RTO or AQF authorised issuing organisation or
b. authenticated VET transcripts issued by that College

Recognition of qualifications issued by other Registered Training Organisations does not require UQ College to recognise the qualifications/Statements of Attainment issued by another RTO for any purposes other than training with that RTO, such as licensing or employment arrangements, e.g. industrial award classifications.

In addition, the UQ College is not obliged to issue a qualification or Statement of Attainment that is achieved wholly through recognition of units and/or modules completed at one or more other RTOs.

Recognition of qualifications issued by other RTOs does have a limited lifespan. If the qualification/Statement of Attainment is currently listed on the National Register and is still a component of a qualification that the student wishes to undertake, UQ College will provide recognition. If the qualification/Statement of Attainment held by the student has been superseded and is no longer on the National Register or is not the version required by the qualification into which the student wished to enrol, national recognition does not apply. In such situations, recognition of prior learning would be the appropriate way to proceed.

Credit Transfers can be granted under any of the following circumstances:

1. Under the principles of **National Recognition** a student is granted an **automatic** credit for any unit that they successfully completed at any other Registered Training Organisation (RTO):

    a)   When the unit has **exactly** the same code and title, even if it is not from the same Training Package.

    b)   When the unit has been **reviewed** and this has resulted in minor changes to the unit code or title e.g. A code to B code. This indicates that the outcomes of the unit have remained substantially the same and there is at least 80% commonality with the original unit.

    c)   When the unit has been **transferred** from another Training Package/curriculum and recoded, however the learning outcomes remain the same.

To apply for recognition, you will need to provide the original or a certified copy of your qualification to the Vocational Education Program coordinator. The final approval will be provided by the CEO of UQ College

Version History				
Review Period:		2 years from date of last approval		
Version Number:	Approved by:	Approval Date:	Effective Date:	Sections Modified:
1.0				New policy developed 2017
1.1				Policy revised Feb 2019
2.0	CMC	16.09.2019	16.09.2019	Approval of new policy
3.0	CMC	04.03.2019	04.03.2021	Updated policy
4.0	MBDCC	03.03.2021	03.03.2021	Updated and reviewed
5.0	SMT	23.03.2022	23.03.2022	Up[dated re organisation chart responsibilities