Policy and Procedure

Reference:	VT1.4.01
Title:	VET Programs - Credit Transfer Policy and Procedure
Custodian:	CEO
Reviewer:	Senior Manager Academic Pathways
Date Approved:	15 July 2024
Review Date:	15 July 2026
Audience:	UQ College VET Program students/trainees All UQC staff involved in academic and student administration
Associated Policies:	SS1.1.06 UQC Complaints and Appeals Policy and Procedure VT8.3.01 UQC Recognition of Prior Learning (RPL) Policy and Procedure
Version:	6.0

Purpose

This policy describes how UQ College (UQC or the College) will accept and provide academic credit to learners for units of competency.

Scope

This policy applies to all:

    i.   Students enrolled in a VET program of study at UQC.
    ii.   Applicants seeking to be admitted to study at UQC.

1. Policy

All students enrolled or seeking to enroll in VET Programs at UQC are eligible to apply for credit transfer.

Students applying for credit transfer do not need to go through a Recognition of Prior Learning (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 students will be eligible for credit transfer.

2. Credit Transfer

UQC 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:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organization, or
- authenticated VET transcripts issued by that institution

However, UQC 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, UQC 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 If the Qualification/Statement of Attainment held by the student has been superseded and is no longer on the National Register or is not the version required by the qualification into which the student wishes to enroll, national recognition does not apply. In such situations, RPL would be the appropriate way to proceed (see VT8.3.01 *UQC Recognition of Prior Learning (RPL) Policy and Procedure*.).

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

Under the principles of **National Recognition** a student is granted an **automatic** credit for any unit that they successfully completed at any other 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, yet the learning outcomes remain the same.

To apply for credit transfer, students are required to email info@uqcollege.uq.edu.au to request an Application for Credit Transfer Form which needs to be submitted with supporting documentation. To apply for credit transfer, a student will need to provide the original or a certified copy of their qualification.

3. Application for review or appeal

If a student is not satisfied with the outcome of the credit transfer process, the student may appeal the decision by following SS1.1.06 UQ College Complaints and Appeals Policy and Procedure.

Version	Summary of Changes	Author	Action Date
6.0	Minor updates to terminology and nomenclature	Scott Leisemann	15 July 2024