

# CREDIT TRANSFER

**Policy number: 14.14**

**Authorised by: Director, Trison Business College**

**Introduction date: 1/7/98**

**Last revision date: 15/3/10**

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## Policy Statement

This policy outlines the principles for awarding credit towards Trison Business College qualifications to ensure the requirements of the National Code 2007 Standard 12 are met.

Qualifications and statements issued by other registered training organisations are recognised by Trison Business College. As long as the qualification is current then there is usually no requirement to repeat a unit. Recognition of qualifications leads to credit transfer, enabling the student to complete relevant courses quicker and at a reduced price. There is no cost associated with credit transfer.

## Policy Guidelines

1. All students are to be given the opportunity to claim credit transfer at any time during a course, although it is usually applied for at the time of enrolment. Information about credit transfer is available to students in the Student Information Book and on the College's website in plain language prior to them enrolling.
2. Students may apply for credit transfer where they have successfully completed units (ie achieved a mark of 50% or above) at a similar level and standard in previous studies. A near pass grade or terminating pass at another institution will not be considered successful completion of the unit. Students need to provide verified copies of transcripts and other required documentation of all previous study for which they wish to receive credit.
3. Credit transfer is assessed on the basis of equivalence of learning content in terms of the performance criteria, depth of study and AQF level. Credit may be given for all units for which equivalence is established.
4. Upon commencement, the Training Officer is to advise the student that any successful credit transfer claim may result in a reduction in the duration of the course, and in turn, a reduction in their approved time to stay in Australia on a Student Visa.
5. Once the Training Officer has discussed the credit transfer process with the student and determined the units that credit transfer may apply to, the Trainer is to provide an outline of the competencies required for each relevant unit and the types of evidence that the student will need to submit.
6. The written outline will also advise the student of the amount that course fees will be refunded if credit transfer is granted. The written outline is to advise students of the potential for a reduction in the length of the student's stay in Australia, as credit transfer may lead to a reduction in the course length.
7. Credit transfer fees will vary depending upon the length of the unit and the nature of the assessment. Only the Director is to approve pricing amendments as a result of credit transfer assessment. Any reduction in course fees resulting from the credit transfer process is to be taken from the last account(s) for the course.
8. Once the course credit is granted, the student is to be advised of the outcome in writing. The Student Record in the database is to be noted accordingly.

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9. When the College grants the student course credit which leads to a shortening of the student's course as Standard 12.2 , the College will:
  - 9.1. if the course credit is granted before the student visa is granted, indicate the actual net course duration in the confirmation of enrolment issued for that student for that course, or
  - 9.2. if the course credit is granted after the student visa is granted, report the change of course duration via PRISMS system under section 19 of the ESOS Act.
10. DIAC is to be notified of any change to the course completion date via the PRISMS system, by updating the Confirmation of Enrolment (CoE). Any variation to the fees is also to be notified via the PRISMS system. If the Training Officer does not have authority to use the PRISMS system, then they are to advise the Director of the changes required as soon as they are determined in order for the Director to update PRISMS.
11. If student does not agree with the College's decision of their request for credit transfer, then an appeals process can be initiated. Refer Policy 14.24 *Appeals Process*.