

# Credit Transfer Procedure

## Table of Contents

1.	Introduction .....	2
1.1	Purpose .....	2
1.2	Scope and context .....	2
1.3	Governing policy .....	2
2.	Procedure requirements .....	2
2.1	Suitability for credit request .....	2
2.2	Applying for credit transfer .....	3
2.3	Assessing credit transfer application .....	3
2.4	Currency and relevance .....	3
2.5	Requirements with credit transfer outcomes .....	4
2.6	Fees and charges .....	4
3.	Definitions .....	5
4.	Related documents .....	5
	Mater documents .....	5
	External documents .....	5
5.	Document information .....	6
5.1	Earlier revisions .....	6
5.2	Key contacts .....	6



# 1. Introduction

## 1.1 Purpose

Where an applicant has completed a program of study from another provider that covers the same (or superseded but equivalent to) unit(s) of competency, the applicant may apply to have these unit(s) of competency recognised towards the same (or equivalent) unit(s) of competency covered in the applicants chosen study program offered by Mater Education.

Credit Transfer will only be awarded if evidence of the qualification/statement of attainment achieved by an applicant is received by Mater Education as set out in the Notice of Intention to Request Credit Form.

## 1.2 Scope and context

This procedure applies to all people applying to enter into a Mater Education program of study.

The credit transfer process involves:

- mapping, comparing and evaluating the extent to which the learning outcome, discipline content and assessment requirements of the units of competency of one qualification are equivalent to the learning outcomes, discipline content and assessment requirements of the units of competency of another qualification, and
- making a judgment about the credit to be assigned between the matched units of competency of the two qualifications.

## 1.3 Governing policy

MPPL-01189 MEL Assessment System Procedure

# 2. Procedure requirements

The following procedures are to be followed.

## 2.1 Suitability for credit request

Students must not be required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or licence condition (including an industry licensing scheme) requires this. If a student provides suitable evidence they have successfully completed a unit or module at any RTO, Mater Education Limited (MEL) must provide credit for the unit or module. In the case of any non-equivalent units of competency, MEL will complete an analysis to determine the equivalence of the study completed with the relevant units or modules before granting any credit.



## 2.2 Applying for credit transfer

All prospective students wishing to apply for Credit Transfer will need to complete the Notice of Intention to request Credit Form as provided. Applicants must include in their application evidence of having successfully completed the unit(s) of competency for which they are applying for credit which is set out in the form.

The Student Services Officer (SSO) advises student of Credit Transfer application fee (if applicable).

For prospective students who completed their previous study with Mater Education and wish to apply for credit transfer will not need to complete the Intention to Request Credit Form. Such applicants will be granted direct credit for the equivalent units completed with Mater Education.

## 2.3 Assessing credit transfer application

The applicant completes and submits the Notice of Intention to request Credit Form along with documents as described on the form.

The Student Services Officer (SSO) will accept the documents, process and authenticate copies of certification documents.

Once authentication of certificates is completed by the SSO, the application form and authenticated certificates are reviewed by either the SSO or Program Coordinator – Curriculum depending on the UoC and if it is a direct CT or not.

## 2.4 Currency and relevance

If a credit transfer is not granted, MEL may still recognise the skills and learning of the participant via the RPL process.

The RTO 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 organisation, or
- authenticated VET transcripts (USI transcript) issued by the Registrar.

Before providing credit on the basis of a qualification, statement of attainment, record of results or USI transcript, Mater Education Limited will confirm that the documentation, provided by the student is authentic and contents are valid by contacting the organisation (RTO) that issued the document to confirm the content is valid, or authenticate the information by directly accessing the USI transcript online (see tips for compliance later in this section).

If the student has provided the USI transcript in lieu of the certification documentation, then Mater Education will authenticate the information by directly accessing the USI transcript online. The student will need to provide USI online access to the SSO in order to verify the USI transcript.

If a student provides the printed or emailed PDF version of a USI transcript, the SSO will exercise the same caution as they would with hard-copy certificates issued by RTOs.

The SSO will advise Head of Quality and Compliance (HQC), who will advise USI office, if they become aware of any fraudulent activity in relation to the USI transcript.

HQC will always contact the organisation that delivered the training, if they has any reason to be concerned about the authenticity of the credentials presented.

Since USI transcript is dependent on the AVETMISS reporting cycle, any recent training that has been undertaken may not have recent results in the USI transcript. Therefore, to validate the Credit



transfers for recently completed training, the SSO will have to rely on authentication by the issuing organisation.

Mater Education Limited is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/ or modules completed at another RTO or RTOs. In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process.

Note that providing credit for previous studies is not recognition of prior learning. RPL is an assessment-only pathway of determining the competence of a person, while providing credit is recognising the equivalence in content and learning outcomes between different types of learning and/or qualifications previously undertaken and completed successfully.

## 2.5 Requirements with credit transfer outcomes

The SSO will notify applicants of their application outcomes, after assessment by either the SSO or Program Coordinator – Curriculum (or their representative).

If a student is granted CT for a particular unit, although strongly encouraged to do so with a view to consolidating learning, he/she does not need to attend the classes for those units.

If units where CT have been granted form part of a cluster of units or qualification and the assessment items cannot be separated, the student is expected to complete all assessment requirements. The mapping of the assessment items against the units in the cluster will be utilised to identify which assessments or parts thereof will not be assessed.

If the outcome of the application for CT is not known by the course commencement date, the student must attend classes until they hear the outcome.

If the outcome is negative (credit not granted) as the applicant does not meet the CT requirements they will be recommended for RPL (fee applies) or to complete the unit/course as normal, by the SSO.

## 2.6 Fees and charges

Mater Education may charge a fee for processing credit transfers unless licensing or regulatory requirements prevent this. Where a fee is charged an invoice will be issued to the student based on the number of units being requested for credit transfer.



### 3. Definitions

Term	Definition
Credit Transfer	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. Analysis as to the equivalence of the study completed with the relevant unit/s or module/s would need to be completed before any credit could be granted
Authenticate	Refers to the process of proving or showing a qualification, statement of attainment, record of results or USI transcript to be true, genuine or valid.
Formal Learning	Refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree)
Non-formal learning	Refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in house professional development programs conducted by a business)
Informal learning	Refers to learning that results through experience of work-related, social, family, hobby or leisure activities.
Equivalent unit	The unit of competency is aligned or deemed equivalent to a current unit of competency from an endorsed training package on the National Training Register

### 4. Related documents

#### Mater documents

- MPPL-04260 Information Policy - State Wide
- MPPL-04806 Corporate Records Management Standard
- MPPL-00871 Recognition of Prior Learning Procedure
- MPPL-01358 Credit Transfer Work Instruction
- MPPL-00369 Notice of Intention to Request Credit Form

#### External documents

- [Standards for RTOs 2015 - Clause 3.5 A guide to compliance](#)
- [Australian Qualifications Framework – Credit Transfer An Explanation](#)



## 5. Document information

### 5.1 Earlier revisions

Revision #	Published date	Comment
1.	06 Jun 2019	First version (Document ID: PR-MEL-040048)
1.1	16 Dec 2019	Administrative edits to Section 2.2 : Direct credit for Mater to Mater added Section-2.4 "Previous study relevance within 5 years" removed. Line for Equivalent units added.
1.2-1.3	24 Feb 2022	Administrative update: transferred to current template, removed old metadata, updated MPPL document code if applicable; no changes to review cycle, next review due Jun 2022
2	15 Sep 2022	Content reviewed

### 5.2 Key contacts

<b>Author</b>	Pauline Stowers, Head of Quality and Compliance
<b>Owner</b>	Barry Hankinson, General Manager Education and Training
<b>Subject area</b>	Credit Transfer, CT, Mater Education Limited, MEL, education
<b>Committee</b>	n/a

#### Affirmation

This governance document is consistent with [Mater's Mission](#),  
© Copyright Mater 2022 Misericordiae Limited. All Rights Reserved.

