



Policy Number: **MAT010**

NAME: **Credit Transfer Policy and Procedure**

APPROVED BY: RTO Director

Date of Next
Review: 31 October 2023

SECTION 1 – INTRODUCTION

PURPOSE

Medical Administration Training Pty Ltd (MAT) is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, Medical Administration Training Pty Ltd is required to offer Credit Transfer recognition to all clients, and to implement an assessment system that ensures that assessment (including recognition of prior learning) complies with assessment requirements of Training Packages and VET Accredited course, the Principles of Assessment (POA) and Rules of Evidence (ROE).

SECTION 2 POLICY

POLICY STATEMENT

Medical Administration Training Pty Ltd is committed to providing effective processes for Recognition options to all current and prospective clients.

Medical Administration Training Pty Ltd will ensure that:

- Credit Transfer Recognition is offered to all clients on enrolment
- Adequate information and support are provided to clients in understanding the process and gathering reliable evidence to support their credit transfer application;
- Appropriate recognition will be given to AQF Certification documentation issued by other RTOs
- Partial completion of a training program with MAT and/or successful completion of an individual module assessment criterion will entitle the client to a Statement of Attainment in relation to the module(s) completed.

DEFINITIONS

The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2015.

AQF certification documentation is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.

AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

Assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.

Assessment system is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensure assessments are consistent and are based on the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2.

Authenticated VET transcript has the meaning given in the *Student Identifiers Act 2014*.

Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Module means a group of learning outcomes in a VET accredited course where it can be established that it is not possible to develop an appropriate unit of competency.

Recognition of Prior Learning (RPL) means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- a) 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)
- b) 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)
- c) Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

Registrar has the meaning given in the *Student Identifiers Act 2014*.

Statement of attainment means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

Unit of competency means the specification of the standards of performance required in the workplace as defined in a training package.

POLICY PRINCIPLES

MUTUAL RECOGNITION / CREDIT TRANSFER

- a) Medical Administration Training Pty Ltd will accept and mutually recognise the decisions and outcomes of any RTO or body in partnership with an RTO, thereby ensuring mutual acceptance throughout Australia of the qualifications and Statements of Attainment awarded by other RTO's or AQF authorised issuing organisations.
- b) Medical Administration Training Pty Ltd recognises AQF certification documentation from other RTOs, and authenticated VET transcripts issued by the Registrar and after review and verification of validity will apply a credit to all relevant units of competency/modules.
- c) Mutual Recognition applies when the certification documentation provided by the client contains the same national competency code as those that form part of the training and assessment program offered by Medical Administration Training Pty Ltd.
- d) Certification documentation must be presented as either originals or certified copies of an original.
- e) Medical Administration Training Pty Ltd are not obliged to issue a AQF qualification or Statement of Attainment that is achieved wholly through recognition of units and /or modules completed at another RTO or RTOs. (i.e. client cannot complete all of their learning and assessment with another RTO and request Medical Administration Training Pty Ltd to issue the qualification under Recognition)
- f) The amount of recognition contributing to the issuance of certification documentation from Medical Administration Training Pty Ltd (i.e. using units/modules completed at other RTOs) is at the discretion of the Director Medical Administration Training Pty Ltd.
- g) In the event a client wishes to undertake refresher training in a unit/module for which they have been previously awarded recognition, then client will be advised that the completion of the assessment is not necessary, however, may be offered as an option.

ROLES AND RESPONSIBILITIES

The Director of Medical Administration Training Pty Ltd is responsible for ensuring compliance with this policy.

APPEALS

Clients have the right to appeal a Recognition Assessment decision (see Complaints and Appeals Policy).

ACCESS AND EQUITY

Clients have fair and equal rights to assessment, including recognition (see Access and Equity Policy).

RECORDS MANAGEMENT

All documentation from Recognition processes are maintained in accordance with Records Management Policy (see Records Management Policy).

MONITORING AND IMPROVEMENT

All recognition practices are monitored by the Director of Medical Administration Training Pty Ltd and areas for improvement identified and acted upon (see Continuous Improvement Policy).

SECTION 3 – PROCEDURE

Whilst students may apply for credit transfer at any time, they are encouraged to apply before commencing a training program.

The student does not incur any fees for credit transfer and there is no funding associated with credit transfer.

Where credit transfers are identified by the Registered Training Organisation, the following procedure is to be adopted:

- When the DetConnect, SA Skills and Employment or USI Transcript search identifies units that may be utilised as credit transfer, the unit of competency will be marked as a Credit Transfer in the student management system
- The student will be notified of the credit transfer that they are being awarded

Where a person wishes to make an application for credit transfer the following procedure is to be adopted:

- Applicant indicates their intent to claim a credit transfer on enrolment or via email anytime throughout their enrolment
- Applicant must provide the following supporting documents:
 - What units/modules are being applied for
 - Supporting evidence including certificates of qualification, statements of attainment or USI transcripts

The student support team will:

- Check the document for authenticity and grant credit transfer for the units of competence that have been completed and are relevant to the course being undertaken.
- Verify all certificates and statements of attainment with the issuing RTO or via DetConnect, SA Skills and Employment portal or USI Transcript service
- Notify candidate that credit transfer has been approved or rejected
- Approved credit transfer subjects are to be marked as Credit Transfer in the student management system.

Certificates of Qualification and/or Statements of Attainment produced by applicants must clearly identify the following:

- Name of Registered Training Organisation issuing Qualification or Statement of Attainment
- National provider number of the Registered Training Organisation
- Full surname and first name of recipient
- Date qualification or certificate issued
- The qualification, units of competency, competencies or modules that the client has attained

SECTION 4 – GOVERNANCE

RELATED DOCUMENTATION

Name and Link
Access and Equity Policy
Records Management Policy
Continuous Improvement Policy
Complaints and Appeals Policy
Credit transfer Application form
Student Handbook
Enrolment Form
Complaints and Appeals form

RESPONSIBILITY

Policy administrator	RTO Manager
Approving Person	RTO Director

CHANGE HISTORY

Version	Review date	Approved by	Description of Modifications
1	13-Mar-2017	A. McFillin	Original Document
2	28-Feb-2018	A. McFillin	Reviewed and updated to include certification documents can also be verified via Detconnect or USI Transcript service, removed proof of identification documents required, updated Policy Administrator
3	21-Nov-2019	A. McFillin	Reviewed and updated branding
4	19-Mar-2021	A. McFillin	Reviewed
5	29-Oct-2021	A. McFillin	Reviewed
6	13-Oct-2022	A. McFillin	Reviewed and updated the procedure