

RTO Policy 7: Credit Transfer

OWNERSHIP

This policy is the responsibility of CPA Australia’s Registered Training Organisation (**CPA Australia RTO**) working group (**CPA Australia RTO Working Group**).

Scope

CPA Australia Ltd (**CPA Australia**) has established this Credit Transfer Policy (**Policy**) to support the Australian Skills Quality Authority (**ASQA**) *Standards for Registered Training Organisations (RTO) 2015*. The Policy has been developed and implemented by the CPA Australia RTO Working Group to support and provide clear instruction and guidance to program Candidates and CPA Australia RTO Personnel in the review and process of applications for Credit Transfer received by Candidates. This policy applies to all cases where a Candidate seeks credit for previously completed and formally assessed learning.

Review and Maintenance

Maintenance and review of the CPA Australia RTO Credit Transfer Policy is the responsibility of the CPA Australia RTO Working Group. The CPA Australia RTO Working Group will maintain ongoing records of the elements and application of this Policy. The CPA Australia RTO Working Group will provide ongoing reports to all relevant stakeholders.

Change Record

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POLICY

Our Commitment

CPA Australia RTO is committed to ensuring its practices comply with the *Standards for Registered Training Organisations (RTO) 2015* in recognising the qualifications and statements of attainment awarded to Candidates by other Registered Training Organisations (RTOs).

What is Credit Transfer?

Credit transfer is the process of recognising a Candidate's learning achieved through the formal education and training process. The Australian Qualifications Framework (AQF) explains credit transfer as follows;

“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.” (Credit Transfer)

CPA Australia RTO interprets this as Candidates and potential Candidates who already hold a qualification(s) or statements of attainment from other RTOs which covers the same units of competency as those covered in the relevant CPA Australia RTO course or program, will have these achievements recognised by CPA Australia RTO and will receive the appropriate transfer of credit against CPA Australia RTO programs.

When Does Credit Transfer Occur?

Credit Transfer seeks to match the learning outcomes of previously completed training in specific unit(s) of competency, to those of the current program for which a Candidate is seeking recognition of prior studies.

Where a Candidate has completed a program of study from another provider that covers the same (or superseded but equivalent to) unit(s) of competency, the Candidate may apply to CPA Australia RTO to have these unit(s) of competency recognised towards the same (or equivalent) unit(s) of competency covered in a relevant program offered by CPA Australia RTO.

This allows the Candidate to be awarded the unit(s) of competency in the “new” program offered by CPA Australia RTO without having to repeat the assessment for this unit. There is an administration fee for Credit Transfer which is set out in the Candidate Handbook for the relevant program of study and in the CPA Australia RTO Fees, Charges and Cancellations Policy.

Credit Transfer will only be awarded if evidence of the qualification/statement of attainment achieved by a Candidate or potential Candidate is received by CPA Australia RTO in the form of a certified copy of results and/or academic transcript.

Procedure: Actions and Responsibility

All Candidates and prospective Candidates will be made aware of their right to apply for a Credit Transfer through the Candidate Handbook, available on the CPA Australia website and/or through consultation with CPA Australia RTO Personnel. CPA Australia RTO includes on all enrolment forms a section requesting information from prospective Candidates on academic history.

Action	Responsibility
<p>All prospective Candidates wishing to apply for Credit Transfer will need to complete the Application for Credit Transfer form located on the CPA Australia website and pay the applicable fee to have their application assessed. Candidates must include in their application evidence of having successfully completed the unit(s) of competency for which they are applying for credit. Acceptable evidence for this application is:</p> <ul style="list-style-type: none"> • A certified copy of results; • A certified copy of statement of attainment; and • A certified copy of an academic transcript. <p>Any documentation submitted to CPA Australia will not be returned.</p> <p>Candidates applying for Credit Transfer must complete and return an <i>Application for Credit Transfer</i>, available from the CPA Australia website at https://www.cpaaustralia.com.au/professional-resources/superannuation/registered-training-organisation.</p>	<p>Candidates</p>
<p>On receipt of an application for Credit Transfer the CPA Australia RTO Manager will assess the application and a judgement will be made. The CPA Australia RTO Manager will check all supplied evidence (copies of qualifications, results, academic transcripts, statement of attainment) for authenticity, and accurate use of unit of competency name and code.</p> <p>All documentation including mapping documents will be retained on the Candidates file.</p> <p>Where the AQF qualification or statement of attainment applies to a qualification that no longer exists, the Candidate must provide documentary evidence to enable a determination of equivalence with the qualification/statement of attainment for which Credit Transfer is being sought. The Candidate may also be asked to demonstrate currency of the knowledge and skills attended to in the qualification or statement of attainment.</p>	<p>CPA Australia RTO Manager Candidates</p>
<p>The Candidate will be advised of the outcome of their application via email or writing within 10 business days of receipt of the application.</p> <p>In the event that the application is successful the relevant unit(s) of competency details, codes, hours, associated information will be recorded on the Candidates record.</p> <p>If the Candidate disagrees with the outcome of the application, they are encouraged to try and resolve the matter informally with the CPA Australia RTO Manager. If the Candidate does not feel the matter has been suitably resolved they may make a formal appeal of the decision by completing and submitting the CPA Australia</p>	<p>CPA Australia RTO Manager Candidates</p>

<p>Complaints and Appeals form (see CPA Australia RTO Complaints and Appeals Policy for more information on this process).</p> <p>Once the appeal has been formally lodged it will follow the complaints and appeals resolution process.</p>	
<p>There is an application fee for Credit Transfer which is set out in the Candidate Handbook for the relevant program of study and in the CPA Australia RTO Fees, Charges and Cancellations policy. Should the application for credit transfer become an application for recognition of prior learning (RPL), the associated fees and charges for this process will be applied.</p>	CPA Australia RTO Manager
<p>When the Candidate completes the program of study for which the application for Credit Transfer was granted, a statement of attainment and/or record of results will be printed and supplied to the Candidate. The document(s);</p> <ul style="list-style-type: none"> will include the units of competency for which a credit transfer was applied <p>CPA Australia RTO will maintain accurate records which will demonstrate that Credit Transfer was applied, and for which units of competency on the Candidates file.</p>	CPA Australia RTO Personnel
<p>CPA Australia RTO require that a Candidate must have completed the relevant study for which they wish to gain credit within five years of the date of application for Credit Transfer.</p>	Candidates

Associated Documentation

- Candidate Handbook
- CPA Australia Policies and Procedures
- CPA Australia RTO Complaints and Appeals Policy
- CPA Australia RTO Fees, Charges and Cancellations Policy
- CPA Australia RTO Recognition of Prior Learning Policy
- CPA Australia Application for Credit Transfer eform
- CPA Australia Complaints and Appeals form
- CPA Australia Complaints and Appeals Register