



COURSE CREDITS

Area	Administration		Classification	International Students	
Last Updated	Dec 2010	Version	2010-03	Co-ordinating Responsibility	CEO / DOS International Student Liaison Officer Course Manager
Next Review	Dec 2011	Approved by	Janet Lawrence CEO/DOS	Distribution	Policy and Procedure Manual, Website

PURPOSE

ALACC will recognise students with previous qualifications relevant to the course undertaken.

POLICY

The purpose of this procedure is to ensure that the qualifications and Statements of Attainment issued by any other Registered Training Organisation are recognised [AQTF Condition 7] and the requirements of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students are met.

- The procedure step defines the method used for dealing with applications for Credit Transfer
- The qualifications and Statements of Attainment issued by any other Registered Training Organisation must be recognised
- Recognition means that students will be granted exemptions or advanced standing in a course as a consequence of having completed the same unit(s) with another Registered Training Organisation
- [Credit Transfer](#) information must be included in information given to students prior to enrolment
- All staff must be provided with information about the Credit Transfer application process and may assist students in completing applications where applicable
- Credit Transfer applications should be included with the Application for Enrolment Form, but applications made after enrolment will be accepted.
- Credit Transfer is different from Recognition of Prior Learning

Step	PROCEDURE
1	Applicants for Credit Transfer must complete the Credit Transfer application Form . Attach a copy of a verified Award or Statement of Attainment and submit the application to the Administration.
2	The CEO / Director of Studies or a person delegated will check the Award or Statement of Attainment and will grant credit transfers for identical units that have been

	identified as being completed at another Registered Training Organisation.
3	Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer will be kept on the student files
4	Student will be notified about the outcome by using "Notification of result of Credit transfer application" form. Granting of Credit Transfer will be recorded as a module outcome in the students file
5	Any course duration reduction as a result of Credit Transfer granted to students must be indicated on the electronic Confirmation of Enrolment if granted prior to the issue of a visa.
6	Any course duration reduction as a result of Credit Transfer granted to students must be indicated on PRISMS if granted after the issue of a visa under section 19 of the Education Services of Overseas Students (ESOS) Act.

