Riverton Institute of Business & Technology

Credit Transfer Policy

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Credit Transfer Policy

Riverton Institute of Business and Technology (Riverton) is required to recognise AQF and VET qualifications and VET Statements of Attainment issued by any other Registered Training Organisation. This policy applies to students who seek exemption from enrolment in a particular part of a vocational course as a result of recognition of a vocational unit/s of competency held. The qualification or statement of attainment must be current as per the training package requirements.

Credit transfer is the recognition of learning achieved through formal education and training. Under the VET Quality Framework, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit transfer allows a candidate to be credited a unit of competency based on successful completion of the same unit which has been previously awarded. Thus the student does not need to repeat the particular unit of competency in their ongoing study. Credit Transfer is not (and is a separate process to) Recognition of Prior Learning (RPL).

For credit transfer unit of competence must be the same or deemed equivalent
If credit transfer is being sought for a unit of competence which has a different title or code, then it is necessary to establish the equivalence between the unit held and the unit being sought. This is achieved by either confirming unit equivalence with the National Register of Qualifications (www.training.gov.au) or by comparing mapping documents contained within the training package itself. As a general guide, if there is no such equivalence available then Riverton is not obliged to recognise the unit through credit transfer. In these circumstances, the applicant should be referred for recognition in accordance with our RPL Policy and Procedures.

Guidelines
Riverton staff members are required to follow the following guidelines in order to process the credit transfer application:

- Any student is entitled to apply for credit transfer in a course or qualification in which they are applying for or are currently enrolled;
- students may not apply for credit transfer for units of competence or qualification which are not included in Riverton scope of registration;
- whilst students may apply for credit transfer at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the candidate down a more efficient path to competence;
- students do not incur any fees for credit transfer and Riverton does not receive any funding when credit transfer is granted;
- credit transfer may only be awarded for whole units of competence. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and the applicant will be advised to seek recognition where the original award can contribute to a portfolio of evidence;
- credit transfer will only be issued when the student's enrolment includes at least one other unit of competence for which the candidate is participating in training or is seeking recognition;
- student's may not enrol only for credit transfer.

Process
- Application for course credit is applied using the RPL application form and is noted by indicating the RPL/credit transfer box;
- the Operations Manager will assess the application for course credit;

- either the original or a certified copy of a VET qualification or Statement of Attainment must be submitted with the application form, these documents may be verified by Riverton from the issuing RTO;
- the student will be notified and if successful will be advised on course adjustment if required;
- if unsuccessful, the student may appeal the decision via the Riverton's appeals procedure.
- all credit transfer documents need to be forwarded to the Administration Officer for record keeping.

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