



## Credit Transfer Policy and Procedure

### 1 Purpose and Scope

1. The purpose of this policy and procedure is to ensure Mazda Technical Training Australia Pty Ltd (MTTA) provides for the recognition of qualifications or unit/s of competency.
2. The MTTA acknowledges the requirement as a Registered Training Organisation (RTO) to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the VET Quality Framework being units of competence awarded and accurately identified in statements of attainment and qualifications.
3. This policy should be read in conjunction with Mazda's:
  - Charges, Fees and Refund Policy and Procedure
  - Complaints and Appeals (Students, Staff and Clients) Policy and Procedure
  - Issuing AQF Qualifications Policy and Procedure
  - Student Management System Policy and Procedure
  - Pre Training Review Policy and Procedure

### 2 Document Support Summary

Std 3, Cl 3.1 – 3.6: Std 4, Cl 4.1: Std 5, Cl 5.1 - 5.2: Std 6, Cl 6.1 – 6.5: Std 8, Cl 8.1, 8.5 - 8.6.

### 3 Version Control

<b>Responsible team member</b>	Training Coordinator representative, Mazda Technical Training Australia Pty Ltd
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<b>Superseded documents</b>	1.5
<b>Review date</b>	20 December 2022
<b>File number</b>	PP 20201221 Credit Transfer PP.docx
<b>Associated documents</b>	

Version	Authorisation	Approved Date	Effective Date
1.6	RTO Manager – Mazda Technical Training Australia Pty Ltd	20 December 2021	20 December 2021

### 3.1 Change History

Version	Authorise by	Approved date	Effective Date	Significant changes
1	RTO General Manager – Mazda Technical Training Australia Pty Ltd	Intentionally blank	Intentionally blank	<ul style="list-style-type: none"> <li>New Policy and Procedure</li> </ul>
1.1	RTO General Manager – Mazda Technical Training Australia Pty Ltd	01 January 2017	01 January 2017	<ul style="list-style-type: none"> <li>Contact number</li> <li>Logo</li> </ul>
1.2	RTO Manager – Mazda Technical Training Australia Pty Ltd	20 December 2017	20 December 2017	<ul style="list-style-type: none"> <li>Review date</li> <li>Added new section 4.1.2.2, 4.1.4 and 4.1.5</li> </ul>
1.3	RTO Manager – Mazda Technical Training Australia Pty Ltd	20 December 2018	20 December 2018	<ul style="list-style-type: none"> <li>Review date</li> <li>Updated section 4.1.3.2</li> </ul>
1.4	RTO Manager – Mazda Technical Training Australia Pty Ltd	20 December 2019	20 December 2019	<ul style="list-style-type: none"> <li>Review date</li> <li>New Mazda VI and logo</li> <li>Added sections 4.1.5.2, 4.1.5.3 &amp; 4.1.5.4</li> </ul>
1.5	RTO Manager – Mazda Technical Training Australia Pty Ltd	20 December 2020	20 December 2020	<ul style="list-style-type: none"> <li>Review date</li> </ul>
1.6	RTO Manager – Mazda Technical Training Australia Pty Ltd	20 December 2021	20 December 2021	<ul style="list-style-type: none"> <li>Review date</li> </ul>



## 4 Policy

### 4.1 General

#### 4.1.1 Credit Transfer

1. 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 participant to be credited a unit of competency based on successful completion of the same unit which has been previously awarded.
2. *Credit transfer* is a process that provides Students with credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes from previous studies. This is primarily awarded for units which have the same unit code and unit title.

#### 4.1.2 When unit codes and titles are different

1. 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. In many cases this information can be found in mapping documents published in the relevant Training Package or by State registering authorities who provide purchasing guidelines or mapping guides.
2. Our Compliance Representative in conjunction with the Program Development Team will obtain this information and validate claims of equivalence.
3. As a general guide, if the unit is identified as “Not equivalent” we are 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.

#### 4.1.3 Advice to participants

1. All enrolling participants must be informed of the opportunity to apply for Credit Transfer.
2. MTTA’s Credit Transfer procedure will be available to all applicants through their online application process and will also be accessible via the MTTA website and/or Student Handbooks.
3. Upon request, MTTA staff will provide appropriate and adequate information in order to maximize opportunities for a successful Credit Transfer.

#### 4.1.4 Student Request for Credit Transfer

1. If a Student wishes to apply for Credit Transfer it is *mandatory* that they complete the *Credit Transfer / RPL Application Form* and include appropriate evidence to support the Credit Transfer application.
2. All Credit Transfer applications must be supported by the appropriate evidence. This may be in the form of Nationally Recognised Qualification or Statement of Attainment indicating exactly the same code and title as those included in the Student application, or other documents of equivalence.



3. Where appropriate evidence is provided with the Credit Transfer application the *Training Coordinator* must grant the Credit Transfer. Where Credit Transfer is granted, the Student will be advised within five working days of completion of the assessment and the training program adjusted accordingly.
4. Where Credit Transfer is not granted, the Student will be notified in writing of the outcome within five working days of completion of the assessment. The written communication to the Student includes a reason for refusal and information on how to lodge a complaint or appeal if desired.
5. In all cases, a copy of the credit transfer application and verified copies of the relevant documentation evidence is retained in the Student's file.

#### 4.1.5 Verification of Documents

1. MTTA recognises verified testamurs from other Registered Training Organisations. This applies to all cases, including Students seeking credit transfer for previous study, and personnel documentation.
2. MTTA will ask the student to provide access to the student records held with the USI registry (student has to authorise MTTA)
3. Or where this is not possible, MTTA will search the National Register (training.gov.au) for the provider, take a printout of the organisations scope of registration showing that the qualification was on scope at the time the VET Transcript was issued
4. Or where none of the above options are possible, MTTA will contact the relevant VET regulator for assistance.
5. Before providing credit on the basis of a qualification, statement of attainment or record of results, MTTA authenticates the information in the document. When verifying testamurs of nationally recognised qualifications or statements of attainment from other RTOs, MTTA personnel are required to:
  - Sight the original certificate/statement of attainment from which credit transfer is being sought;
  - Certificate/statement of attainment will be verified by MTTA's Training Coordinator representative. Access to these documents will be asked at the application stage with an email to both the student and the employer. It will also be followed up at the enrolment/induction stage. The certificates/statement of attainment documents must be verified by viewing the original document or using the USI portal.
  - Ensure the unit codes on the previous certificate/statement of attainment are highlighted as the unit codes being sought for credit transfer;
  - Take a copy of the certificate/statement of attainment and certify this document by signing and dating that the certificate/statement of attainment has been verified, with the statement "I confirm that this document is a true and accurate copy of the original"; and
  - Where units are deemed equivalent, attach the relevant mapping page from the official training package/curriculum list where equivalency has been noted.



## 4.2 State Funding Compliance related – Victoria

1. Skills First 2022

## 4.3 State Funding Compliance related – New South Wales

1. Smart & Skilled 2021 - 2022

## 4.4 State Funding Compliance related – Queensland

1. User Choice 2021 -2022

# 5 Processes

## 5.1 Application for Credit Transfer

### 5.1.1 Applicants are responsible for:

- Completing the Credit Transfer Application Form
- Providing a certified copy of the relevant qualification (including subject results) and/or Statement of Attainment.

### 5.1.2 MTTA is responsible for:

- The Student Support Representative advises participants that MTTA recognises the AQF qualifications and Statements of Attainment issued by other RTO's and that Credit Transfer may be applied for before enrolment and the information is in the Student Handbook and on the MTTA website.
- The Student Support Representative or the Training Coordinator assists participants to complete the required documentation:
  - Credit Transfer Application Form
  - Other relevant documentation.
- The Compliance Representative verifies the authenticity of the Qualification or Statement of Attainment with the issuing RTO or via the USI register
- The Compliance Representative in collaboration with the Training Coordinator makes a judgement on whether Credit Transfer is to be granted using the Credit Transfer Review Form
- The Training Coordinator advises the applicant of the outcome of the Credit Transfer application including the applicant's right to appeal
- The Compliance Representative records the Credit Transfer application and results in VETtrak and on the student's Training Plan
- The Compliance Representative reports successful Credit Transfer outcomes to the relevant government authority
- The Training Coordinator adjusts the successful candidate's timetable and informs the Trainer and other relevant RTO staff.

## 5.2 Limitations to Credit Transfer

- A Credit Transfer cannot be processed when a participant is unable to obtain a copy of the qualification or Statement of Attainment or when it cannot be verified on the USI register.
- Where Credit Transfer is being sought for units with different unit codes and there is insufficient correlation between the unit/s previously attained and the unit/s being sought, the applicant will be referred to the RPL process.



## 6 Supporting Forms and Templates

Item	Name of Form / Template	Additional Comments
1	Credit Transfer Application Form	
2	Credit Transfer Review Form	