Credit Transfer Policy

CREDIT TRANSFER POLICY

Purpose and Scope

MCI provides Credit Transfer ('CT') to students who have successfully completed a current unit of competency or accredited course with a Registered Training Organisation ('RTO') or Australian Qualification Framework ('AQF') authorised issuing organisation.

This procedure details the process that is to be followed when students apply for a CT.

This procedure applies to all MCI Administration Staff and all students.

References

Standards for Registered Training Organisations 2015, Standard 3, Clause 3.5

AQF Qualifications Pathways Policy (Australian Qualifications Framework, Second Edition January 2013) Standard ISO 9001:2008 sections 5.2, 7.2

Responsibilities

The responsibility for implementing the requirements of this procedure rests with the RTO Administration Manager.

Definitions

Credit Transfer: Credit transfer allows applicants to include as part of their completion of a qualification, relevant units of competency that have been successfully completed with a Registered Training Organisation (RTO). Formerly known as 'mutual recognition', students receive credit for units and are exempt from taking having to undertake these units again, and will also reduce the cost of the course accordingly.

Procedure

1. Pre-enrolment information

Course Terms and Conditions and Student Handbook provide MCI prospective and existing students with explanation of the Credit Transfer application process.

2. Requesting Credit Transfer

A student can request Credit Transfer by submitting a completed MCI Request for Credit Transfer Form, along with necessary accompanying documentation.

Supporting documentation must be certified as a true and correct copy of the original by either the issuing body or by those people qualified to accept a statutory declaration (e.g., police, chemists, doctors, accountants, etc).

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3. Processing the application

A member of MCI's Student Service team will review the application for Credit Transfer by:

Confirming the authenticity of the documents by checking that the document copies have been verified by JP or another authorised person

Confirming the validity of the qualification by cross checking the testamur(s) with records in the National Register (www.training.gov.au) to confirm the following:

- RTO number;

- RTO address and business details (if displayed on the qualification);

- Signature of certificate against RTO contacts (Chief Executive);

- Verify the qualification was/is on scope of registration when the qualification was issued to the student.

If the authenticity of the qualification cannot be verified, a member of the Student Services team will contact the issuing RTO to verify its authenticity.

If the issuing RTO cannot verify the authenticity of the qualification then a member of the MCI Student Services team will return the Application for Credit Transfer to the student, and

- Inform the student that their application was unsuccessful;

- Providing the reason why the application was unsuccessful;

- Advising the student to contact the issuing RTO re: the authenticity of their testamur.

If the application is incomplete in any other way, then a member of the MCI Student Services team will return the Application for Credit Transfer to the Student, informing them of why their application was unsuccessful, and advising them of what they will need to do to rectify the shortfall.

4. Granting Credit Transfer

When a member of the MCI Student Services team has confirmed the completeness of the Application for Credit Transfer, then:

The student's record is modified to grant credit for those unit(s) of competency for which Credit Transfer was applied;

The student is advised in writing of the successful outcome of their application for Credit Transfer;

The student is contacted by a Student Mentor to discuss their progression in the course and the specific units they need to study next.

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5. Updating Student Record

All Application for Credit documentation, including any correspondence with the student, is saved in the Student Management System

The student's record has been modified to record the result for the Credit Transfer application against appropriate unit(s) of competency.

Records

The following documents will be retained in the Student Management System for a period of minimum 6 months from a course completion:

Completed Credit Transfer application form and supporting documents.

Key Links

Forms and / or documents required for this procedure:

Application for Credit Transfer form, here: https://fs9.formsite.com/mcieduau/CT_Institute/index.html

Document Revision History and Version Control

Approved by: Kim Middlemiss, RTO Operations Manager.

Effective date: 3 May 2019

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