



Credit Transfer Procedures

Submission of Credit Transfer Form

STEP 1 – Preparation for Assessment

| No. | Who | Actions |
|-----|----------------|--|
| 1.1 | Student | <ul style="list-style-type: none"> a) Student is to complete the Credit Transfer Application Form b) Student is to attach an original or certified copy of their qualification or statement of Attainment to admissions if a new student or SSO if an existing student. c) Admissions or SSO will contact the issuer of the documentation to confirm its authenticity d) Admissions or SSO will forward completed CT Form with verified or original documents attached to the Compliance Manager |

STEP 2 – Receiving Credit Transfer submissions for assessment

| No. | Who | Actions |
|-----|---------------------------|--|
| 2.1 | Compliance Manager | <ul style="list-style-type: none"> a) Admissions or SSO will forward completed CT Form with verified or original documents attached to the Compliance Manager. b) Compliance Manager will ensure credit transfer comply with packaging rules c) Compliance Manager will ensure all credit transfer requests are of equivalent standing. d) Compliance Manager will ensure any expiry date of licences or course specific UOC do not expire before the competition of the qualification or course e) Compliance Manager will log the outcomes into the Credit Transfer Register f) Compliance Manager will update SMS. g) Compliance Manager will return documents to SSO for processing |

STEP 3 – Administration

| No. | Who | Actions |
|-----|-----------------------------------|---|
| 3.1 | SSO Admissions Manager | <ul style="list-style-type: none"> a) After Credit Transfer is granted a student's Training Plan must be reviewed and modified to ensure a full-time load and details of this placed on the student's file. b) If the Credit Transfer leads to a shortening of the student's course: <ul style="list-style-type: none"> i. if the course credit is granted before the student visa grant, the Admissions Manager will indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or ii. If the course credit is granted will affect the duration of the course, the Admissions Manager will record a change of course duration on PRISMS. This will result in the creation of a new CoE (with a revised end date) and the cancellation of the original CoE. iii. if the course credit granted will not affect the duration of the course, the SSO will record the course credit in the student's file but does not need to take any other action. iv. if the course credit granted will affect the duration of the course, the Admissions Manager will record a change of course duration on PRISMS. To do this, the Admissions Manager uses the Student Course Variation function, and indicates that the student has requested a change to the existing enrolment. The Admissions Coordinator/ Staff then chooses 'transfer student into same course' and then v. changes the end date of the course. This process will result in the creation of a new CoE (with the revised end date) and the cancellation of the original CoE. c) SSO files all documents in student file d) SSO ensures all Credit Transfers are recorded on record of attainment document for each student. |