

1.0 Purpose

The purpose of this policy is to communicate Credit Transfer (CT) principles and processes to ensure learners of nationally recognised training at Sonic HealthPlus' RTO 51535 are awarded recognition of prior formal learning when applicable.

This policy and procedure also contributes to the RTOs compliance with Standard 3, *The RTO issues, maintains and accepts AQF certifications documentation in accordance with these Standards and provides access to learner records*, specifically Clause 3.5, "The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by another RTO or AQF authorising issuing organisation,
- Authenticated VET transcripts issued by the Registrar.

2.0 Scope

This policy and procedure is for Sonic HealthPlus, Registered Training Organisation (RTO Code 51535), and includes:

- All VET learners
- All VET Trainer and Assessors
- All Sonic HealthPlus training locations, including online training
- All training products listed on the National Register under the scope of registration for the RTO.

This policy and procedure excludes non-accredited courses delivered on behalf of Sonic HealthPlus.

3.0 Responsibilities

It is the responsibility of the RTO Coordinator, or delegate of the RTO Coordinator for the implementation of this policy and procedure and to ensure that staff and learners are aware of its application and that staff implement its requirements.

4.0 Definitions

AQF	Australian Qualifications Framework
Assessor	Is a person who assesses a learners competence in accordance with Standards for Registered Training Organisations (RTO's) 2015; Clauses 1.13 to 1.16.
Certified	Certified in this documents refers to 'certified copies' which is a copy of an original documents that has been authorised as being a true copy of an original.
Credit Transfer (CT)	Is the Process of awarding a learner recognition of prior formal learning.
Learner	Student/Learner/Participant is an individual who is formally enrolled to study at Sonic HealthPlus. The individual person is the person who appears on the RTOs documents such as enrolment and admission document, and who is assigned an individual student number.
Module	Means a group of learning outcomes in a VET accredited course where it can be established that it is not possible to develop ab appropriate unit of competency.
RTO	Registered Training Organisation.
Registrar	Student Identifiers Registrar. The Student Identifiers Registrar is a Commonwealth statutory office responsible for administration of the Unique Student Identifier initiative system.
Trainer	Is a persons who provides training in accordance with Standards for Registered Training Organisations (RTO's) 2015; Clause 1.13, 1.14 and 1.16.
Training	Is the process used by Sonic HealthPlus RTO 51535 to facilitate learning and the acquisition of competencies for a training product.
Training Product	Is a nationally recognised unit of competency, or accredited course, skill set, or qualification.
Unit of Competency	Means the specifications of the standards of performance required in the workplace as defined in a training package.
USI	Unique Student Identifier
VET	Vocational Education and Training.

5.0 Legislative Context

This policy and procedure reflects the following legislations, regulations, standards, and/or guidelines:

- Standards for Registered Training Organisations (RTO's) 2015; Standard 3; Clause 3.5
- National Vocational Education and Training Regulator Act 2011
- Student Identifiers Act 2014.

6.0 Policy Statement

The RTO will not require a learner who has already been assessed as competent, unless a regulatory or license condition requires it, repeat a unit of competency from an Australian nationally recognised training product. Instead the RTO will recognise these studies undertaken as credit. The studies undertaken will be recognised from not only other RTOs but from any issuing AQF authorised organisations, such as a university.

Recognising competent studies from RTOs

The RTO will only consider CT applications:

- For training product listed as current in the National Register for RTO 51535, either within a qualification, skillset, or as a standalone unit of competency.
- If the training product held by the learner has been superseded, or no longer in the National Register or is not the version required by the RTO, course credit transfer cannot, and will not be applied. In such situations Recognition of Prior Learning should be investigated by the learner, or
- When the training products are considered equivalent as per Training.gov.au

There is no limit of the amount of credit transfer the RTO can award an individual learner.

Recognising competent studies other issuing organisations

Sonic HealthPlus RTO will only consider CT applications:

- From learners who are enrolled in the course in which they are seeking credit transfer for, or
- For the purposes of entry requirements into a qualification delivered by the RTO, and
- The successful studies undertaken align with the training product they are seeking credit transfer for, and
- The study was completed now longer than 5 years ago. In situations of previous studies being undertaken by the learner more than 5 years ago Recognition of Prior Learning should be investigated by the learner.

There is no limit of the amount of credit transfer Sonic HealthPlus RTO can award an individual learner.

Application

Any person from Sonic HealthPlus providing information to prospective learners regarding training must include CT information. CT information is also to be included in all marketing materials such as websites; brochures; and learner information leaflets.

Learners seeking CT are responsible for completing and submitting the [Credit Transfer Application Form](#) and supporting documents via email to training@sonichealthplus.com.au at least 5 days prior to the commencement of delivery. The supporting documents should include relevant qualification Testamurs; Record or Results; Statement of Attainments and graduation statements. Copies of these document need to be certified before submission. Original documents are not to be submitted to the RTO.

Authentication

In order to verify that supporting documents are legitimate Sonic HealthPlus RTO authenticate a qualification, statement of attainment or record of result. The RTO will contact the issuing RTO or organisation to confirm the validity the supporting documents. The contact may be verbal or written. Or, the RTO will authenticate by directly accessing the USI transcript online via the USI transcript service (www.usi.gov.au).

Decisions

The RTO Coordinator or delegate will be responsible for approving or declining a CT request. They will advise learners of their decision, in writing as soon as possible after the application with the aim of no later than 5 working days from receiving the submission. If the CT request is declined they Decisions to grant CT will result in:

- The learner not being required to partake in training and assessment activities for the relevant training product
- A reduced time frame for the completion of the learners course, and
- Recognition of the training product on Sonic HealthPlus certificate documentation.

Cost

No cost will be incurred by the learners whether the CT is approved or declined.

Documentation

Certificate documentation will show approved credit transfers as 'Credit Transfer' or 'CT'.

Certificate documentation will be issued as customary for the training course, which is at the end of the learners study rather than when the CT is awarded.

7.0 Procedure

Steps

Learner:

1. An application for CT must be made by a learner at least five (5) working days before commencement of the unit of competency.
2. The application is to be made to the RTO Coordinator via training@sonichealthplus.com.au with a completed Credit Transfer Application Form and certified supporting documents.

RTO Coordinator or delegate:

3. To review CT application and supporting documents to ensure they are complete and accurate. If the application and supporting documents are not complete or accurate the RTO Coordinator is to decline application and inform learner in writing of the declined application and the reason the application was declined.
4. Is to check the recognition of prior studies against the training product CT is being sought.
5. To authenticate the supporting evidence with the original RTO or issuing organisation. If the supporting evidence is found not to be authentic the RTO Coordinator is to decline the application and inform the learner in writing of the declined application and the reason the application was declined.
6. If the application is complete and accurate; and supporting documents are authenticated approve the CT application and inform the learner of the successful application in writing.
7. Enter the CT against the relevant UoC/module in the Student Management System.
8. Record approved or declined CT application in the learners file under 'comments' in the Student Management System Recording includes uploading supporting documents provided.
9. Store a copy of the *Credit Transfer Application Form* and submitted supporting documents in the learners' file, in the Student Management System under 'documents'.

8.0 Related Documents

[Credit Transfer Application Form](#)

For information regarding Recognised Prior Learning please see [RTO-Recognition of Prior Learning Policy and Procedure](#).