United Colleges of Australia Pty Ltd
as the trustee for UCA Unit Trust
T/A United Colleges of Australia
RTO No.: 41467   **CRICOS No.:** 03779B
ABN No.: 36 607 946 707   **Phone:** 02 9267 4945
Address: Level 2, 303 Pitt Street, Sydney, NSW, 2000, Australia
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Credit Transfer Policy and Procedure

Purpose

This policy and procedure outlines United Colleges of Australia's documented process to provide credit transfer to ensure that students are not required to repeat any units of competency in which they have been assessed as competent, unless regulatory requirements prevent it.

The practices followed will be in compliance with clause 3.5 of RTO Standards 2015.

Scope

This policy applies to all prospective and current students at the college.

Definitions

College	United Colleges of Australia
Student Management System	Axcelerate
AQF Certification Documentation	Can be either AQF Full Qualification or Statement of Attainment
Registrar	USI Register

Policy

The college will ensure that:

- It accepts and provides credit transfer to students for any units of competency completed previously and this must be evidenced by:

    o AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; OR

    o Authenticated VET Transcripts issued by the Registrar.

  Credit transfer will not be approved if there are licensing or regulatory requirements that prevent the granting of credit transfer. (e.g., First aid unit)

- It implements processes for granting and recording credit transfer whilst ensuring the integrity of the award is preserved.

- If a credit transfer is granted, it will:

    o Provide a written record of the decision for the student to accept.

    o Notify the student of the reduced course duration and fee.

- It will secure all records in our Student Management System.

"Make a Difference"

Procedure

Credit Transfer	Responsible Person
1. Require the student (prospective or current) to complete a Credit Transfer Application Form and attach one of the following: • A copy of AQF Qualification • A copy of Statement of Results • A copy of Statement of Attainment • USI Transcript	Admission Team
2. Review the completeness of documents received. Contact the student for further information and/or clarification if required.	
3. Review the relevant documentation provided and grant credit transfer for identical / equivalent units that have been identified as being completed at another Registered Provider.	
4. Verify the documentation provided by one of the following: • Contacting the issuing organisation; OR • Verifying it by using USI Transcript.	
5. Record the unit outcome as CT under the student profile in the Student Management System for all units that are granted.	
6. Once granted, notify the student in writing that: • Their credit transfer application is granted, detailing which units are approved. • Their course duration and fee will be adjusted to reflect the reduced duration.	
7. Secure all records in the Student Management System.	

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Related Documentation

- Credit Transfer Application Form

Document Control

Policy Owner:	United Colleges of Australia
Endorsed By:	CEO
Person Responsible for Implementation:	Admission Team
Endorsement Date:	November 2022
Version:	1.0