

## POLICY STATEMENT

The Academy of International Education (Australia) (“TAIE”) acknowledges the prior qualification obtained and apply them to the competency being attempted with the aim of reducing the duplication of training/assessment.

TAIE recognises AQF and VET qualifications and VET statements of attainment issued by other RTO’s.

TAIE accepts and provide credit to students for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

1. AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
2. authenticated VET transcript/s issued by the registrar.

## PURPOSE

The aim of this procedure is to ensure the recognition of AQF Qualifications and Statements of Attainment issued by other Registered Training Organisations.

## SCOPE

The Academy of International Education (Australia) (“TAIE”) recognises and accepts the AQF Qualifications and Statements of Attainment issued by any other Registered Training Organisation throughout Australia that relate to qualifications TAIE is registered to deliver on its Scope of Registration for credit transfer arrangements.

This policy/procedure deals with Credit Transfer (CT)

The granting of credit by another Registered Training Organisation to students for unit/s of competency already completed under accredited training where the unit code/s identically match the unit/s for which students are applying for credit.

Where the unit/s or qualification codes do not match students should apply through the RPL process for RPL of those unit/s or qualification.

## RESPONSIBILITIES

The Director of Studies has overall responsibility for the implementation of this procedure.

## PROCEDURES

The Director of Studies will be responsible for ensuring that:

- All students are supplied with information prior to commencement on TAIE’s policy on Recognition of Qualifications issued by other RTO’s.
- All staff members are supplied with the Staff Handbook which outlines this policy/procedure.

The Administration Officer will be responsible for ensuring that:

- The body issuing the Qualification or Statement of Attainment is a Registered Training Organisation with ASQA or the regulating State/Territory Authority, authorised to issue such qualifications, by verifying this against the Vocational Education and Training database at [www.training.gov.au](http://www.training.gov.au)
- The student must provide a Certified Copy of Qualification/Statement of Attainment or their original documents to be sighted, copied and certified by the PEO.
- The student complete and signs an Application for Recognition of Qualification Form (Credit Transfer) and a copy of all associated documents are placed on the student's file.

The Director of Studies will be responsible for:

- Ensuring the information provided is sufficient and assessing whether course credit can be granted by acknowledging the approval and decision on the 'Application for Recognition' form.
- Liaising with the student, advising them of the outcome and obtaining their acknowledgement of the decision on the form. Recognition will not be granted until this acknowledgement is obtained.

## INTERNATIONAL STUDENT

In regards to international students, the Director of Studies will ensure:

- Where credit transfer is granted before the issue of a visa, the net course duration and revised full time load is indicated on the eCoE
- Where credit transfer is granted after the issue of a visa, the net course duration is revised so that the student has a full time load, and the resulting change of course duration is reported to DIBP via PRISMS immediately

## SUPPORTING DOCUMENTATION

TAIE documentation which supports the implementation of this Policy includes:

- Application for Recognition of Qualification Form (Credit Transfer)

## REVISION HISTORY

Revision	Date	Description

3.2	December 2012	
3.3	April 2013	Included History Table Updated job roles Included Supporting Documentation
3.4	December 2014	Updated acronyms for DIAC to reflect departmental changes
4.0	April 2015	Updated Standards for RTO's 2015
4.1	October 2018	Updated to National Code 2018

### DOCUMENT DETAILS

Document Name:	Qualification and Credit Transfer Policy & Procedure
Department:	Training
Approval:	PEO
Policy Drivers	Standards for RTO's 2015: 3.5 National Code - 12 (8) ESOS Act Section 19 VET Funding Agreement