



CREDIT TRANSFER

Policy and Procedure

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Application of This Policy

Private Investigators College of Australia (PICA) recognises the AQF qualifications and Statements of Attainment issued by any other RTO and gives credit for these towards an award, where applicable.

All Learners are provided with access to credit transfer information prior to or on enrolment through contacting PICA campus staff, website information, student handbook and promotional material.

Credit transfer will be applied as soon as practicable prior to or after enrolment into a learner's preferred course and all Credit Transfer applications must be supported by appropriate evidence consisting of verified or original copies of qualifications or unit/s of competency.

There will be no cost to the learner for the assessment and mapping of a Credit Transfer result.

Credit transfers can be granted under any one of the following circumstances:

- The learner will be granted automatic credit for any directly equivalent unit that a learner has successfully completed at any other Registered Training Organisation (RTO). The unit must have exactly the same code and title, even if it is not from the same Training Package, as per the Qualification Packaging rules.
- When the Transition or Purchasing Guide for the relevant unit of competency has been reviewed and the outcome indicates that a minor change to the unit code or title has occurred e.g. A code to B code with "an equivalent outcome" or "no change".
- When the unit of competency has been transferred from another Training Package and recoded, however the learning outcomes remain the same.

Where a learner makes application to credit transfer a unit or units of competency which are not offered by PICA as part of a training product, the qualification packaging rules will be used to determine how the units held by the learner could be used as credit towards a qualification.

Successful learners are notified promptly of the credit transfer outcome for the relevant unit/s of competency and/or Qualification. Unsuccessful learners are advised of reasons for non-recognition and steps they can take, including appeal mechanisms and gap training.

Results of the credit transfer outcome will be recorded in the Learner's file on Axcelerate and will form part of data reporting processes and Qualification issuance.

Procedures

Credit Transfer assessment process for unit/s delivered by PICA:

Step 1: Potential candidate requests credit transfer for unit/s of competency either verbally or in writing.

Step 2: The potential candidate is provided with and completes the Credit Transfer Application form. The learner needs to include the name and code of the unit/s for which credit is being sought and attach a JP certified copy of the Qualification or Statement of Attainment.

Step 3: The issuing RTO must be contacted to verify that the Qualification has been attained by the said applicant and all details are correct. A record of verification must be documented on the copy of the Qualification which is attached to the application.

Step 4: The Assessor will go to www.training.gov.au and type the unit code into the Nationally recognised training dialogue box on the right hand side and press search - *example below*
BSBCUS301A

Step 5: The Assessor will review the summary information to determine whether the unit code has been superseded or updated. Mapping information will be outlined as per the *below example*:

BSBCUS301A - Deliver and monitor a service to customers (Release 1)

Summary

Releases:	Release	Status	Release date
	1 (this release)	Current	24/Apr/2006

Usage recommendation: **Superseded**

Mapping:	Mapping	Notes	Date
	Is superseded by and equivalent to BSBCUS301B - Deliver and monitor a service to customers	This unit replaces BSBCUS301A Deliver and monitor a service to customers. Revised unit. Performance criteria amended so that the learner is not required to 'incorporate evidence of customer satisfaction in decision to modify products or services'. Required skills updated to focus on learning and development practices and compliance with policy and procedures.	28/Nov/2011

Step 6: You will see from the mapping information in the diagram that *BSBCUS301A* has been superseded by and is equivalent to *BSBCUS301B*. A full explanation of the change is contained in the notes section.

*Another function to assist the Assessor to ensure that the units are equivalent is to look at the Comparison function at the bottom of the same page.

- Content

Compare: [Compare content of this unit of competency with other releases or training components](#)

Download:  [Unit Of Competency \(441.78 KB\)](#)  [Unit Of Competency \(186.71 KB\)](#)

Modification History

Select *Compare content of this unit of competency with other releases or training components* and you will be shown this screen. You will need to select the units you want to compare and then you will be taken to a comparison page which outlines all changes made.

Select a release

- BSBCUS301A - Release 1
 - Unit

Select release to compare with

- BSBCUS301A - Release 1
 - Unit
- BSBCUS301B - Release 1
 - Unit
- Other

The Assessor will need to determine from this information as to whether the unit of competency contained in the Credit Transfer Application is equivalent to the unit of competency for which a credit transfer is being sought.

Step 7: If the Assessor is satisfied that the unit of competency can be deemed equivalent then an assessment decision can be made to approve the application. A copy of the mapping explanation can be attached to the Credit Application Form and the supporting copy of the verified Qualification/Statement of Attainment/unit of competency.

Step 8: All evidence provided by the learner through a credit transfer process will be stored on the learner's hardcopy or electronic file (whichever is applicable).

Step 9: Results must be recorded in Axcelerate. Outcome code 60 - CT for Credit Transfer.

Step 10: Advise the student of the outcome of their application.

Credit Transfer assessment process for unit/s not delivered by PICA:

Step 1: Potential candidate requests credit transfer for unit/s of competency either verbally or in writing.

Step 2: The potential candidate is provided with and completes the Credit Transfer Application form. The learner needs to include the name and code of the unit/s for which credit is being sought and attach a JP certified copy of the Qualification or Statement of Attainment.

Step 3: The issuing RTO must be contacted to verify that the Qualification has been attained by the said applicant and all details are correct. A record of verification must be documented on the copy of the Qualification which is attached to the application.

Step 4: Assessor will need to determine whether the unit/s of competency meet the Training Package Rules. Assessor will go to www.training.gov.au and type the Qualification Code e.g. BSB50207 in the right hand side search box as *per below example*.

Searching for information in the Australian Training Sector?

This site helps you to perform basic and advanced searches and view details about: -

- Registered Training Organisations;
- Nationally Recognised Training (training packages, qualifications, accredited courses, skill sets and units of competency);
- RTOs that are registered to deliver a particular NRT Product

Quick search

Organisation / RTO <input type="text"/> <input checked="" type="checkbox"/> Include RTOs not currently registered.	Nationally recognised training <input type="text" value="BSB50207"/> <input checked="" type="checkbox"/> Include superseded data.
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Step 5: The Assessor will then click on the Qualification download information to bring up the full Qualification packaging rules as per the *below examples*:

Qualification details

BSB50207 - Diploma of Business (Release 3)

- [Export summary to PDF](#)
- [Notify me of changes](#)
- [View this qualification on My Skills](#)

- Summary

Release	Status	Release date	Compare
3 (this release)	Current	18/Mar/2013	<input type="checkbox"/>
2 (View details)	Replaced	28/Nov/2011	<input type="checkbox"/>
1 (View details)	Replaced	10/Mar/2009	<input type="checkbox"/>

Usage recommendation: **Current**

Delivery: [Find RTOs approved to deliver this qualification.](#)

- Training packages that include this qualification

Code	Title	Release
BSB07	Business Services Training Package	8.0-9.0

Compare: [Compare content of this qualification with other releases or training components](#)

Download: [Qualification \(170.82 KB\)](#) [Qualification \(105.9 KB\)](#)

Packaging Rules

Total number of units = 8

8 elective units

6 of the elective units must be selected from the units listed below. No more than 3 units may be selected from any one group.

2 elective units may be selected from elective units listed below, from this Training Package or from any current accredited course or endorsed Training Package at this qualification level or Certificate IV or Advanced Diploma level.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Step 6: The Assessor will need to read the packaging rules closely and determine from this information as to whether the unit/s of competency contained in the Credit Transfer Application meet the packaging rules and can be credited.

Step 7: Where an Assessor is unsure of whether the application meets the training package rules, advice must be sought from Compliance before approval.

Step 8: If the Assessor is satisfied that the unit/s of competency can be deemed to meet the packaging rules and is equivalent to the unit/s of competency being sought then an assessment decision can be made to approve the application. A copy of the mapping explanation can be attached to the Credit Application Form and the supporting copy of the verified Qualification/Statement of Attainment/unit of competency.

Step 9: All evidence provided by the learner through a credit transfer process will be stored on the learner's hardcopy or electronic file (whichever is applicable).

Step 10: Results recorded in Axcelerate outcome code 60 - CT for Credit Transfer.

Step 11: Advise the student of the outcome of their application.

CHANGE CONTROL RECORD

Version	3
Date	17.11.2017
Description of Change	Expansion to include detailed procedure and update template with version control.
Author	Britt Holley

RELATED DOCUMENTS

Forms	Policies & Procedures
Credit Transfer Application	