



Credit Transfer Policy and Procedure

CTAS Education is committed to adhering to standard 3 of the Standards for RTOs 2015 where it states, The RTO accepts and provides credit to learners for units of competency and/or module (unless licensing or regulatory requirements prevent this) where evidence is provided by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
- Authenticated VET transcripts issued by the Registrar; or
- Authenticated Vocational Education and Training (VET) Transcript available through the Student Identifiers Registrar (USI).

To comply with this clause CTAS Education may only grant credit or credit transfer for units or modules which a student has been assessed as being competent in, and for which applicable Training Package or Accredited Course rules permit the unit or module to be used as credit or credit transfer for another course. Proof of competency must be evidenced by AQF certification or authenticated VET transcripts. Students will not be required to repeat any unit or module in which they have already been assessed as competent and have provided suitable evidence.

A credit is only to be granted where the unit's name and code, the student is using as evidence for credit is the same unit's name and code in the applicable qualification. Where a student seeks credit for a unit, they have achieved competency in at CTAS Education, the student is not required to provide their statement of attainment or academic transcript. In such situations credit will be automatically granted for a unit when a training plan is created for a new qualification for the student in the CTAS Education's student management system.

Where a student seeks credit for a unit, they have achieved competency in at an RTO other than CTAS Education, the student is required to provide a copy of their statement of attainment or academic transcript, or access to their USI record demonstrating competency has been achieved in the unit for which credit is sought.

Credit transfers can be considered when a unit has been superseded and the direct replacement unit is deemed equivalent. The determination of equivalence must be based on the status provided by [training.gov.au - Home page](http://training.gov.au) In order to proceed with a credit transfer, it must be confirmed that the unit of competency already obtained by the student immediately precedes the unit for which credit transfer will be awarded, and there is a determination of equivalence published on the national register on VET [training.gov.au - Home page](http://training.gov.au) Where credit transfer is sought for unit/s of competency that have been superseded twice or more (i.e., there is a unit interceding), credit transfer cannot occur without documented mapping of the old unit to the new unit to confirm there are no gaps. The mapping must be stored and available for audit evidence if required. If gaps are identified by the mapping, no credit transfer can proceed and RPL should be considered.

A credit transfer can be achieved where the application is based on a unit that was previously achieved through a credit transfer process.

Before providing credit or credit transfer on the basis of a qualification, statement of attainment or academic transcript, the document should be authenticated by either directly accessing the student's USI transcript online or by contacting the RTO that issued the document to confirm the evidence is valid.

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Procedure

Authentication Process

- Students provide evidence of any prior completed training upon enrolment i.e., any prior statements of attainment or statement of results. During the enrolment process students also provide permission for CTAS Education representatives to contact the prior RTO to verify the authenticity of the students' records provided.
- If students do not provide adequate evidence, CTAS Education Enrolment Officer follows up with the student for applicable evidence. Once received, Enrolment Officer sends relevant student training records and permission provided to CTAS Education to the issuing RTO for verification purposes.
- CTAS Education Enrolment Officer identifies eligible units for credit transfer on the 'Enrolment Spreadsheet', which is sent on a weekly basis to the assigned Trainer, Client Support Coordinator and Student Services.
- When Client Support Coordinator is activating the student on the LMS, verified credits are entered in the students 'Enrolment Outline'.

If for any reason a Trainer is provided a statement of attainment or statement of results, this is to be emailed to admin@ctas.wa.edu.au to ensure the following process can be followed. The following steps are all completed by the Administration Officer.

- Verify the authenticity of evidence provided by contacting the issuing RTO via email with evidence and student permission. Email addresses can be located [Verification Contacts.xlsx \(sharepoint.com\)](#)
If the statement of attainment or statement of results has a QR code, this can be utilised to verify the authenticity of the records. Ensure dates are correct and match evidence provided. If the dates do not match, the issuing RTO must be contacted for verification.
- Once email has been sent to the issuing RTO the 'Credit Verification Tracking Spreadsheet' located [Verifications-Credit Transfer tracking.xlsx \(sharepoint.com\)](#) is updated with relevant information.
- If a statement of attainment or statement of results cannot be verified by the issuing RTO due to the RTO no longer operating. CTAS Education will advise the student to contact the RTO regulator to seek verification of authenticity.
 - Training Accreditation Council (TAC) if the RTO was registered in WA or VIC.
 - Australian Skills Quality Authority (ASQA) if the RTO was registered nationally or in any other states other than WA and VIC.
- Once an authentication reply has been received from the issuing RTO, the student permission, student evidence authenticated and email from issuing RTO is uploaded for electronic filing. This is to be filed in the Prior Qualifications file under the student's name [CTAS Education - Student Files - All Documents \(sharepoint.com\)](#)

Note:

1. CTAS Education cannot verify USI transcripts using the QR code. The student must provide their certificate of the completed qualification or statement of attainment from the issuing RTO for credits to be verified and applied.
2. Diploma students must provide the prerequisite Certificate III qualification (CHC30113 or CHC30121) with the academic unit page for verification purposes before their enrolment can be processed.

Applying the credit (this is to be done after the training contract has been linked to the student's enrolment in VETtrak)

- Credits must be manually entered into the Learning Management System (LMS) Cloud Assess and the Student Management System (SMS) VETtrak.
- Access the LMS using Cloud Assess login details.
- Search for the student's name in the 'User' tab, select relevant student.
- Click on the 'Units' tab and select eligible unit/s for credit transfer.

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- Enter the verified date from the 'Credit Transfer Report' into both the start and end date in the unit outcome section.
- Click on the blue outcome button and select 'Credit Transfer'.
- Email assigned CTAS Education Trainer and notify the eligible credit units have been verified and updated in Cloud Assess.

- Access the SMS using VETtrak login details and then search the student's name.
 - Click on 'Contracts'
 - Right click on 'Enrolments'
 - Click 'Record Results'
 - Click on eligible unit/s for credit transfer
 - Click down arrow and select 'Credit Transfer'
 - Enter the verified date from 'Credit Transfer Report'
 - Once the above steps have been completed, click on 'Edit Enrolment'
 - Click on 'Pricing'
 - Click on 'Calculate'
 - Double click 'Finish'
 - Then go to 'Invoice to Client'
 - Click 'Add invoice'
 - Enter the verified date from 'Credit Transfer Report'
 - Click on 'Client Enrolment by Client'
 - Click down arrow to 'New Qualification'
 - Double click 'Used' and untick the tick box for the eligible unit/s for credit transfer
 - Click 'Finish'

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