

CREDIT TRANSFER POLICY AND PROCEDURE



5.2 Credit Transfer Policy And Procedure

Purpose

At IBT College, Credit Transfer is a way for students to get credit for parts of a qualification they've already completed. This happens when what they've learned in one course is similar to what they need to learn in another course. So, instead of studying the same thing again, they can skip ahead.

Scope

This policy applies to all IBT College policies, procedures, and training activities.

DEFINITIONS Current Unit:

- a) The Unit of Competency that is current and in the current course the student is enrolled in Old Unit:
- b) The Unit of Competency shown on the student's Award or Statement of Attainment

Policy

- **Eligibility**
 - a) Students are eligible for Credit Transfer if they can demonstrate that they have achieved learning outcomes equivalent to the current unit of competency they are seeking credit for.
 - b) Credit Transfer is only granted for units that are current and applicable to the student's enrolled course.
- **Application Process**
 - a) Students must submit a Credit Transfer Application Form along with supporting documentation to the College Registrar.
 - b) The College Registrar will assess the application and determine if credit can be granted based on the evidence provided.
- **Assessment of Equivalence**
 - a) The College Registrar will be determined by comparing the learning outcomes, content, and assessment criteria of the current unit offered by IBT College with the unit for which credit is sought from a separate educational institution.
 - b) Where equivalence is established, the student will be granted credit for the unit, and this will be recorded on their transcript.
 - a. If the unit of competency is not match, the student will take the required unit to attain marks
 - b. Student will take the Unit of competency through Home Base Learning that is agreed and arranged schedule by the Director Academic / College Registrar.
- **Appeals**
 - a) Students have the right to appeal the decision regarding their Credit Transfer application.
 - b) Appeals must be submitted in writing to the College Registrar within 14 days of receiving the decision.

Decisions on Credit Transfer and RPL Applications

The Academic Director is responsible for making decisions on credit applications that are fair and transparent and adhere to the requirements of this policy and procedure. Decisions should also take into account the entry requirements of the diploma course and have regard for credit precedents. The length of time since study was undertaken is also taken into account.

Review

This policy and procedure will be reviewed annually by the Governing Council to ensure its effectiveness and compliance with relevant legislation and best practices.