

Credit Transfer Policy

Purpose

The purpose of this policy is to outline Greenwich College Pty Ltd's approach to ensuring students are provided with credit for units of competency and/or modules where they are evidenced by:

- AQF certification documentation issued by another Registered Training Organisation (RTO) or Australian Qualification Framework (AQF) issuing organisation such as a University.
- Authenticated VET transcripts issued by the Registrar.

Scope

This policy applies to all students enrolled in Greenwich College Pty Ltd Vocational Programs.

Policy

All students will be offered the opportunity to apply for credit for previously completed studies. Students can apply for Credit by completing a Credit Transfer Application Form at the time of enrolment and providing relevant supporting documents.

All evidence provided as part of an application for Credit will be authenticated by contacting the organisation that issued the documents to confirm that the document is valid.

Where a student can provide certified copies of AQF certification documents issued by another Registered Training Organisation (RTO) or authorised issuing organisation, Greenwich College Pty Ltd will provide Credit for that unit or module where it is a unit listed in the student's course of enrolment with Greenwich College Pty Ltd.

Where evidence has been provided of previous study being completed at another RTO, University or other authorised issuing organisation, an analysis will be undertaken as to the equivalence of study completed with the relevant units in the student's enrolment with Greenwich College Pty Ltd.

Application for credit transfer is made with the Academic Department who will be in charge of evaluating and approving the application. Once approved, a study plan is created and forwarded to Admissions. Students will be advised of the outcome of the Credit Application in writing.

Where Credit is provided after the acceptance of a place in a course or on commencement of studies and the Credit will affect the duration of studies, this will be recorded in PRISMS and a Certificate of Enrolment (CoE) variation will be created.

References

Recognition of Prior Learning (RPL) Policy No. 10

Version Control Number	Date	Next Review Date
v1.0	16 th November 2015	16 th November 2016
v1.1	1 st January 2018	1 st January 2019
v1.2	1 st September 2019	1 st September 2020
v1.3	16 th June 2022	16 th June 2023
v1.4	5 th April 2023	5 th April 2024