



## CREDIT TRANSFER POLICY

### 1.0 PURPOSE

Global College Australasia (RTO ID: 45088 CRICOS ID: 03564F) here-in “GCA” have a documented policy to provide for appropriate assessing and recording of course credit. The decision to grant course credit must preserve the integrity of the award to which it applies and comply with the requirements of the underpinning educational framework of the course.

### 2.0 SCOPE

This policy and procedure, including guidelines, pertain to any potential international student at GCA who wishes to apply for Credit Transfer.

### 3.0 DEFINITION

- **AQF definition of credit** – Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through Credit Transfer or Recognition of prior learning.
- **Credit Transfer** is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

### 4.0 POLICY STATEMENT

- 4.1 GCA is committed to providing up-to-date and relevant Credit Transfer information to all its students prior to accepting a student application.
- 4.2 The intention of this policy is to ensure that learners must not be required to repeat any unit or module in which they have already been assessed as competent unless a regulatory requirement or license condition (including industry licensing schemes) requires this.
- 4.3 Before providing credit based on qualification, Statement of Attainment, or Record of Results, GCA will authenticate the information in the document with the following methods are approved for validating for Credit Transfer:
  - a) confirming via a QR code (note to be made on file, QR validated); OR
  - b) validated through provision of an original or original electronic version of a USI transcript (USI transcript to be retained on file); OR
  - c) calling the issuing RTO to confirm qualification was issued (note to be made of date of the call, note that not all RTOs will release this information over the phone); OR
  - d) emailing the issuing RTO to confirm and receiving email from RTO to confirm (copy of email to be retained).
- 4.4. Where a learner provides suitable evidence, they have successfully completed a unit at any RTO, GCA will provide credit for that unit or module.



**4.5.** Credit Transfer in GCA is provided to a student where the student has provided a Statement of Attainment, Record of Results, or USI Transcript. Please note that Statement of Results, emails, etc. cannot be used for Credit Transfer.

**4.6** If one or more units have been approved and a Credit Transfer is granted by GCA to a potential student, management will provide the potential student with a revised course/tuition fee prior to enrolment in the current course.

- The fees for Credit Transfer application are \$300 per Qualification.
- The revised course/tuition fee will be captured in a written agreement (Letter of Offer) between the potential student and GCA.
- In such a case, on a case-by-case basis, the volume of learning of the student may differ, and, where applicable, a study reassessment plan in the form of an individualized timetable may be issued to the potential student.

## **5.0 CREDIT TRANSFER PROCEDURE**

Students must apply for Credit Transfer at the time of application and prior to a Letter of Offer being issued. Once a Letter of Offer has been issued and students have commenced their course, GLOBAL COLLEGE AUSTRALASIA will not approve any Credit Transfer applications.

To lodge an application for Credit Transfer, students must complete the following procedure:

- 5.1** Tick the "Credit Transfer" on the GCA Application for Enrolment Form.
- 5.2** The GCA application form, together with certified copies of all academic documentation, such as Statement of Attainment and Record of Results, needs to be sent to marketing staff for Credit Transfer processing.
- 5.3** Based on the documentation, the GCA Student Support and Administrative Officer will assess the students' application and complete the "Credit Transfer Assessment Form".
- 5.4** GCA requests a copy of a student's USI or an email confirmation from the issuing RTO for the certificate or Statement of Attainment to ensure validity and authenticity.
- 5.5** The GCA Student Support and Administrative Officer will calculate the course duration, establish the cost of the course, create a Study Plan, and forward the form to the Academic Manager for approval and signature.
- 5.6** Once the form is signed, the Admissions Officers will create a Letter of Offer with a Payment Plan and forward it to the student for signature. The student is required to read the course offer details before he/she signs.
- 5.7** Once the offer has been accepted and payment has been made, the admissions officer will save all documents electronically into the student's file and update the credit unit on the Student Management System (VETtrak) and issue the COE accordingly.

Note: For students who did not follow the above standard procedure such as:

- submitting the unit credential **after** course commencement, credit transfer will still be processed but no change will be made in the student signed Letter of Offer. Student enrolment will be reported as early completion, if necessary, because of the credit transfer.
- Students doing the unit concurrently with another provider and submitting the unit credential **after** course commencement, credit transfer will still be processed but no change will be made in the student signed Letter of Offer. Student enrolment will be reported as early completion, if necessary, because of the credit transfer.



- Students submitting the unit credential **after** course enrolment but before course commencement, credit transfer will still be processed but no change will be made in the student signed Letter of Offer. Student enrolment will be reported as early completion, if necessary, because of the credit transfer.

## 6.0 QUALITY ASSURANCE

The Quality Assurance Manager conducts an annual review of all marketing materials and reports any issues to the CEO for resolution. The CEO and Quality Assurance Manager are responsible for maintaining compliance.

## 7.0 RELATED STANDARDS

- This procedure relates to the following Standards: 1.8-1.27.
- National 2018 Standard 2
- ESOS Act 2000

## 8.0 RELATED DOCUMENTS

Related documents include the marketing checklist, Prospectus, GCA website, along with the Student Handbook.

## 9.0 POLICY REVIEW

This policy will be reviewed every 12 months from the version date or if any legislative, regulation or policy updates apply within the year.



# GLOBAL COLLEGE AUSTRALASIA

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