

Document title:		Credit Transfer Policy
Approving authority:		Board of Directors
Related policies:		Regulatory Requirements Policy Application and Admissions Policy Exit Points Policy Refund Policy Transition and Teach-Out Management Policy Qualification Issuance Policy
Next review:		01/06/2026
Version	Release date	Comment
V1.0	01/06/2023	Initial release

1. Introduction

This policy outlines the process for applying for credit transfer at ITAC, in compliance with the Standards for Registered Training Organizations (RTOs). Credit transfer allows students to have their prior formal learning and achievements recognized, reducing duplication of learning and enabling a more efficient progression through their course.

2. Purpose

The purpose of this policy is to provide clear guidelines for students seeking credit transfer and to ensure ITAC's compliance with relevant standards and regulations.

3. Scope

This policy applies to all students currently enrolled or seeking to enrol at ITAC, who wish to apply for credit transfer for units of competency they have previously completed with another provider.

4. Policy Statement

Students may apply for credit transfer if they have completed the exact same unit with the same code and title and can provide verifiable AQF documentation, such as a Statement of Attainment.

5. Credit Transfer Process

1. To apply for credit transfer, students must submit the following documents:

- a. Credit Application Form

- b. Certificated AQF documentation (Certificate, Record of Results, or Statement of Attainment, or USI transcript)
- c. Enrolment form
- d. Any other evidence required by ITAC

2. ITAC will contact the issuing RTO for verification or locate the record in the USI registry.

6. Rules and Guidelines

- a. Credit transfer is only available for the exact same unit code and title, or when a previously completed unit is deemed equivalent by the relevant authority.
- b. Credit can only be granted based on AQF certification records issued by an RTOs on the national register of RTOs (or the regulator if the RTO has ceased trading), or a record in the USI registry is cited by ITAC.
- c. Documents provided by the student must be verified by the issuing RTO.
- d. Students may apply for credit transfer at any time, but are encouraged to do so before commencing a program.
- e. Credit can only be awarded for whole units of competency.
- f. At least one unit must be completed at ITAC for a qualification to be awarded.
- g. ITAC has no obligation to approve an application for entry, even if verifiable AQF documentation is provided.

7. Clustering and Integrated Course Structure

ITAC's courses are designed with an integrated structure, meaning students enrol in all units at the beginning and complete all units at the end. There are no exit points. As such, credited units usually have no effect on the volume of assessments required to be completed. However, previous study can be beneficial and may reduce the time taken to work through course materials.

8. Fees

There are no fees for applying for credit transfer. Fees to enrol in the remaining units are set at ITAC's discretion.

Except where students have a small number of units to outstanding, ITAC will generally charge the full course fee. This is due to the structure of ITAC's programs requiring students to complete all aspects, even with credit applied. A small discount may be applied if 5+ units are complete.

9. Responsibilities

Students are responsible for understanding and complying with this policy and providing the required documentation for credit transfer applications. ITAC is responsible for assessing credit transfer applications and providing a fair and transparent process.

10. Review and Monitoring

This policy will be reviewed regularly to ensure it remains current, relevant, and compliant with applicable standards and regulations. Feedback from students and other stakeholders will be considered in the review process.
