



## Credit Transfer Policy and Procedure

### Policy

The AQF facilitates the progression of students through qualifications by giving credit for learning outcomes they already have achieved. Credit outcomes may allow for entry into a qualification and/or provide credit towards the qualification. Credit given may reduce the time required for a student to achieve the qualification.

#### ***Credit transfer is defined in the AQF as follows:***

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.

Hopkins accepts and provides credit to current enrolled or intending overseas students for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- authenticated VET transcripts issued by the USI Registrar

The decision to assess grant course credit will preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course

### Procedures

#### **1. Application for Credit Transfer**

Current enrolled or intending overseas students can apply for credit transfer using the Credit Transfer Application Form available from the reception desk and Hopkins website. Evidence of AQF certification documentation as mentioned above, must accompany the application.

Applications for credit transfer can be made at any time during the enrolment process. An application received once the course commences, will be reviewed, however any units of competencies within the application already delivered to the student will be forfeited.

Applications must be submitted with the supporting documentation in person or via email to [info@hopkins.edu.au](mailto:info@hopkins.edu.au)

#### **2. Processing Application for Credit Transfer**

Each application for credit transfer is assessed by the Director RTO Management and Corporate Services. If the evidence provided with the application indicates that the student has been previously assessed as competent in one or more units of competency of a qualification in which the student is enrolled. Before providing credit on the basis of a qualification, statement of attainment or record of results, Hopkins will either authenticate the information by obtaining the USI Transcript or by contacting the organisation that issued the document to confirm the content is valid. The application for credit transfer will be processed within 14 days of the application submission. The Administration Manager is responsible for ensuring that applicants receive the written outcome of their application.

The following are outcomes for each unit of competency applied for:

**Credit granted** – The unit of competency is aligned or deemed equivalent. The result ‘CT’ will be entered in the student’s record in the Student Management System (SMS).

**Credit not granted** - The unit of competency is not aligned or deemed equivalent on the National Training Register. Where this is the case, applicants may apply to have their assessment reviewed according to the Hopkins’s complaint and appeal policy and procedure.

### 3. Signing to acknowledge receiving advice

Upon notification of the outcome for an applicant’s credit transfer, the applicant must sign their acknowledgement that they have received advice about the outcome of their application and that they understand and accept the outcome of the application for credit transfer including the reduced course duration.

### 4. Changes to Course Duration

If credit transfer is granted to an overseas applicant for enrolment (prior to commencement) Hopkins will ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course. Should credit transfer be granted to a student (after enrolment), the change in course duration will be reported in PRISMS. Hopkins will also report any change in course duration in PRISMS if course credit is granted after the overseas student’s visa is granted.

An overseas student on a student visa who is granted credit transfers must continue to carry a full-time load of study (the required number of hours of class-time per week is not reduced).

### 5. Documents for filing

Hopkins will retain the written record of acceptance for two years after the student ceases to be an accepted student

#### Document control

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<b>Author</b>	RTO Manager, Corporate Governance and Risk
<b>Approved</b>	Executive Director

Feedback and enquiries relating to this policy may be directed to [info@hopkins.edu.au](mailto:info@hopkins.edu.au) This document can be available in alternative formats on request.

## Amendments

Version	Date	Author	Description
1	15 May 2022	Lincoln Islam	Policy Developed
1.1	30 July 2023	Lincoln Islam	Title changed from RTO Manager to Director, RTO Management and Corporate Services. Admissions Coordinator and Administrations Manager's role updated Logo and footer has been updated. Email domain changed to <a href="mailto:xxx@hopkins.edu.au">xxx@hopkins.edu.au</a>