Credit Transfer (VET and Foundation) Procedure

Section 1 - Purpose

(1) This Procedure outlines the process for monitoring and assessing Credit Transfer applications for individual units of competency at Melbourne Polytechnic.

Section 2 - Scope

(2) This Procedure applies to:

a. Current, enrolling and prospective learners applying for Credit Transfer for VET units of competency on Melbourne Polytechnic's Scope of Registration
b. staff involved in processing Credit Transfer applications submitted by current, enrolling and prospective learners

(3) This Procedure does not apply to:

a. Applications for Recognition of Prior Learning (RPL) relating to VET and Foundation units of competency on Melbourne Polytechnic's Scope of Registration. This is covered by the Assessment (VET and Foundation) Procedure
b. the awarding of Melbourne Polytechnic qualifications. This is covered by the Granting of Awards Policy and Granting of AQF Qualifications Approval Procedure
c. the granting of credit for Victorian Certificate of Education (VCE) subjects or VCE Vocational Major units. The process for this is outlined in the relevant Victorian Curriculum and Assessment Authority Administration Handbook.

Section 3 - Procedure

Informing learners of Credit Transfer eligibility

(4) Learner Acquisitions, in consultation with the Directors VET and Foundation, will maintain a Melbourne Polytechnic Skills and Learning Recognition webpage that, at a minimum:

a. explains Credit Transfer
b. explains how fees are calculated for Credit Transfer
c. informs learners at enrolment that if they recently completed equivalent units at Melbourne Polytechnic, they may be eligible for automatic credits. Learners must be advised to check their training plan before submitting a credit application
d. outlines the potential implications of shortened course length on visa status and fees for international onshore learners
e. recommends international onshore learners seek advice from the International Office prior to submitting a formal application

f. enables completion of the Credit Transfer application directly through the site
g. guides applicants through the application process

Mandatory Reporting Requirements

(5) Teaching departments will review detailed course information on Melbourne Polytechnic's website annually to ensure it:

a. refers to the availability of Credit Transfer for eligible applicants
b. provides information about/links to the Melbourne Polytechnic Skills and Learning Recognition webpage

(6) Monitor timely progression of applications within the department and seek support from the department administrator where issues arise regarding timelines, authentication of documentation or other administrative issues that may arise that slows progression of an application.

(7) During the Pre-Training Review stage of enrolment, Enrolling Officers will discuss Credit Transfer with applicants. Those indicating an interest will be provided a link to the Skills and Learning Recognition webpage and advised to apply promptly and contact the Student Hub for further assistance if required.

(8) Learners or enrolling learners contacting Melbourne Polytechnic with enquiries specifically regarding Credit Transfer will be directed to the Skills and Learning Recognition webpage for general guidance and to the relevant teaching area if course-specific information is required.

(9) Except for Credit Transfers automatically applied for same or equivalent units recently completed at Melbourne Polytechnic, all requests for Credit Transfer must be submitted via a formal Credit Transfer Application.

(10) Other areas of Melbourne Polytechnic receiving direct enquiries for RPL will assist applicants to apply via the learner portal webpage or direct them to the Learner Hub.

(11) Academic Registry and International Office will undertake their respective actions on receipt of the outcome from the teaching department to complete the process as outlined later in this procedure.

Providing and authenticating suitable evidence to support applications

(12) Once the authentication and assessment process is complete, the teaching department will notify the applicant, Student Hub and International Office (if relevant) of the outcome of the application.

(13) Notify Academic Registry of Credit Transfers results for them to enter onto Learner Management System using the Skills Recognition Form.

(14) The applicant must provide suitable evidence to support applications for Credit Transfer. That evidence must be able to be authenticated.

(15) For all Credit Transfer applications, the applicant must provide evidence that they have satisfactorily completed the units they are referring to in their application. Suitable evidence includes one of the following:

a. permission to view a Unique Learner Identifier (USI) transcript on the USI Registry and a printout from the USI site showing that permission has been granted
b. permission to view a My eQuals transcript and a copy of a secure link to their results on that site
c. a copy of results issued by Melbourne Polytechnic
d. If they are unable to produce in USI, then Education Manager will verify the original Statement of Attainment or Statement of Results against the certified copy of results issued from another Registered Training Organisation (RTO) or authorised issuing organisation.

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(16) The teaching department will, within 5 business days of receiving the application from the learner, determine the authenticity of the evidence provided (unless a written extension with reasons is provided to the applicant). This will be done by undertaking one of the following and recording the details on the Skills and Learning Recognition Application Form:

a. viewing the USI record
b. viewing the My eQuals record
c. viewing Melbourne Polytechnic's internal records
d. obtaining verification from the RTO or AQF documentation issuing organisation.

Granting Credit Transfers

(17) For Credit Transfer to be granted for a unit, students must provide evidence that can be authenticated by Melbourne Polytechnic confirming they have successfully completed:

a. a unit with the same code and title
b. a unit that is equivalent in content and learning outcomes as defined by the training package/accredited course. This will apply even where the unit may have passed through multiple iterations, provided all intermediary units are equivalent

(18) Where possible, credit will be granted automatically without the need for a formal application to learners who have completed the requisite unit previously at Melbourne Polytechnic.

(19) Learners relying on completion of units at other providers, or who have not been granted credit through the automatic process, will need to formally apply for Credit Transfer. (Appendix A)

(20) The process to be followed for Credit Transfer is outlined in Appendix A.

(21) Credit Transfer applications must be assessed and processed within 10 business days from the submission of an application, assuming all required evidence is provided initially and can be authenticated without delay.

Reviewing decisions

(22) Applicants dissatisfied with a decision relating to Credit Transfer can discuss their concerns with the Education Manager. If the issue remains unresolved, applicants can lodge a complaint in accordance with the Student Complaints and Appeals Policy.

Section 4 - Responsibility and Accountability

(23) The VET and Foundation Academic Board is responsible for:

a. monitoring and reporting Credit Transfer, to the Education Quality Committee
b. reviewing the performance of this policy and its associated procedure in their area of operation
c. overseeing progress and outcomes of quality improvement activities.

(24) The VET, Foundation and offshore Academic Directors are responsible for:

a. Monitoring the implementation of this procedure
b. Ensuring this Procedure is followed across all relevant programs and offerings by Melbourne Polytechnic staff and training partners.

(25) The International Office is responsible for:

a. ensuring all contracts with international partners clearly outline Melbourne Polytechnic's requirements with respect to this Procedure
b. providing advice to onshore international learners on the potential impact of Credit Transfer on their course length, fees and visas
c. liaising with the Education Manager regarding credit transfer applications
d. providing an adjusted Confirmation of Enrolments to international onshore learners or notifying PRISMS of international onshore learners whose course length has been adjusted due to successful Credit Transfer applications.

(26) Student Acquisitions is responsible for:

a. providing information to current, enrolling and prospective learners on Credit Transfer and advice around how to submit an application for Credit Transfer through the enrolment application
b. maintaining the Melbourne Polytechnic Skills and Learning Recognition webpage

(27) Student Hub is responsible for:

a. providing general information on Credit Transfer to prospective, enrolling and current learners
b. assisting applicants to submit Credit Transfer applications through the website

(28) Academic Registry is responsible for:

a. processing results for Credit Transfer as requested
b. assisting teaching departments to determine the authenticity of academic transcripts where the matter is not straightforward
c. providing reports on Credit Transfer activity as requested by senior management, Committees and Boards.

(29) The VET Academic Quality Team are responsible for:

a. providing expert advice and support on matters relating to the 2025 Standards for RTOs and other relevant regulations.
b. Undertaking reviews and audits as specified in the Melbourne Polytechnic Annual Quality Audit Plan.

(30) Academic Managers are responsible for:

a. managing and supporting the implementation of Credit Transfer and this associated procedure in their area of responsibility
b. implementing actions to ensure Credit Transfer applications are processed in a timely manner
c. leading continuous quality improvement processes regarding Credit Transfer in their area of responsibility.

(31) Education Managers are responsible for:

a. Responding promptly to Credit Transfer queries and applications from current, enrolling and prospective learners
b. appointing and supporting assessors to:
    i. undertake analysis and mapping of non-equivalent units for Credit Transfer purposes, where this is required.
    ii. document decisions and advise applicants of outcomes within required timeline

c. Directing learners to the appeals policy and procedure to addressing requests for re-assessment contributing to quality assurance and continuous improvement processes
d. monitoring the timely progress of applications within the department
e. assign suitability qualified and competent staff to authenticate evidence and assess applications
f. ensuring all records and evidence regarding Credit Transfer applications are maintained securely as per the Records Management Policy.

(32) Nominated teaching area administrators are responsible for:

a. assisting with communication between Learner Hub, Credit Transfer applicants, Education Managers, assessors, Academic Registry and the International Office
b. monitoring processing timelines for Credit Transfer applications within the department.

(33) Applicants are responsible for:

a. applying for Credit Transfer using the Credit Transfer application form
b. providing verifiable evidence (as specified in Clause 16 of this Procedure) that they have satisfactorily completed the units they are referring to in their application.
c. providing information and links to assist with verification when submitting evidence to support their CT applications.

Section 5 - Policy

(34) Skills and Learning Recognition, Credit Transfer (VET and Foundation) Policy.

(35) For all other related Melbourne Polytechnic policies, procedures, templates, legislation, regulation and supporting documents, refer to the Associated Information tab of this Procedure.

Section 6 - Definitions

(36) For the purpose of this Procedure the following definitions apply:

a. Credit Transfer: Credit is granted for a unit of competency already successfully completed at Melbourne Polytechnic or another Registered Training Organisation (RTO) or AQF documentation issuing organisation, such as a university. Such credit is also applied for successfully completed units of competency that are equivalent in content and learning outcomes as defined by the training package/accredited course. This applies even where the unit may have passed through multiple iterations, provided that all intermediary units are equivalent. Credit Transfer can also be granted in the case of non-equivalent units of competency where an analysis determines a combination of studies have been undertaken that meet the requirements of the requested unit.
b. My eQuals: a tertiary credentials platform for universities, TAFEs and tertiary education providers that enables education providers, learners and verifiers to view, share and verify certified tertiary credentials online.
c. USI transcript: Unique Learner Identifier transcript. This is a document showing an individual's online national training record. The transcript should include details of all nationally USI Learner Portal on the USI Registry System. For more information see: VET transcripts - Information for learners | Unique Learner Identifier (usi.gov.au)

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