

APPENDIX A – Credit Transfer formal application

Who	What	Comment	Timeline
Applicant	Submit Skills and Learning Recognition Application Form, <i>plus</i> evidence of completion of relevant units via Skills and Learning Recognition Website	Evidence must be able to be authenticated. See paragraphs 18–23	Preferably at enrolment, but can be at any time
Student Hub	Record receipt of application/open file Notify Teaching Department Administrator		Within 2 business days of submission of application
Teaching Dept Administrator	Record receipt of application Notify Program Leader (PL) Notify evidence authenticator Monitor application through process timelines Notify PL if any issues arise		Commence within 2 business days of notification from Student Hub
Authenticator	<p>Check relevance of evidence to requested unit and authenticate as outlined in paragraph 20</p> <p>If evidence relevant (i.e. same, equivalent or mapped unit) and authenticated:</p> <ul style="list-style-type: none"> - Grant Credit Transfer and complete Melbourne Polytechnic Office Use only section of Skills and Learning Recognition Application Form <p>If evidence relevant but issue with authentication:</p> <ul style="list-style-type: none"> - follow up with applicant to determine if further information can be provided <p>If evidence not relevant (e.g. not same, equivalent, or mapped unit) or issue with authentication unable to be easily resolved: Notify PL or their delegate</p>	If not relevant, or unable to authenticate, Credit Transfer cannot be granted	Within 2 business days of receipt
Program Leader or delegate	<p>If authenticator unable to grant Credit Transfer, consider contacting the applicant to discuss issues with authentication and/or their options if RPL may be a possibility</p> <p>Once satisfied Credit Transfer unable to be granted, complete Melbourne Polytechnic Office Use only section of Skills and Learning Recognition Application Form</p>		Within 2 business days of receipt from authenticator

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Who	What	Comment	Timeline
Teaching Department Administrator	<p>Notify outcome to Academic Registry, Student Hub and International Office (if international student)</p> <p>Notify student of Credit Transfer result in writing</p> <p>Continue monitoring if other matters on applicant's Skills and Learning Recognition Application still to complete</p> <p>Close local file if all matters complete</p> <p>Maintain records as per Records Management Policy</p>		Within 2 business days of receipt from authenticator/ PL
Academic Records Officer	<p>Record CT result</p> <p>Check and apply fee refund if applicable</p>		Within 4 business days
International Office	Create adjusted COE or adjust PRISMS for international student if CT affects course length		On receipt
Student Hub	<p>Close file if all matters complete</p> <p>Continue monitoring if other matters on applicant's Skills and Learning Recognition Application still to complete</p>		On receipt