

Credit Transfer Procedure

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1. Associated policy

The *Credit Transfer Procedure* has been developed in conjunction with the *Credit Transfer Policy*.

2. Scope

Where this procedure refers to CIT, it includes CIT Solutions.

Under the principles of National Recognition, Credit is granted for any unit successfully completed by another Australian Registered Training Organisation (RTO) when the unit has:

- exactly the same code and title, even if it is not from the same training package
- been mapped from another training package/curriculum and recoded, however the

Step	Action	Responsibility
	<p>Assess the application and supporting documentation within ten (10) working days of the date of receipt of the application.</p> <p>Consider the request for credit transfer relating to an alternative elective outside the units etlat0.6 (el)2.7 (ec)TJ0 ET/Arti.9/Arti.6 (enp)5.3 (t)10.6 TAS etl</p>	

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Step	Action	Responsibility
	<ul style="list-style-type: none"> identity of the authorised person in the issuing organisation issuing organisations seal or other forms of protection such as such as the use of polymer paper, watermarks, document numbers. contacting the issuing body where required <p>Where one unit of competency does not have the same national code but meets all the requirements of another unit of competency, request mapping of competencies by the relevant Head of Department.</p>	
	<p>Undertake mapping where the claim for credit transfer relates a unit/s from another Training Package/curriculum Complete Credit Transfer Mapping template and forward to Head of Department Education Quality for approval.</p>	<p>Head of Department</p>
<p>7</p>	<p>All applications</p> <p>Where the authenticity of the certification documents is in doubt advise the student that the authenticity is not verified and the reasons.</p> <p>Provide the student with the opportunity to provide further evidence to support an application for credit transfer.</p>	<p>Manager Information and Recognition</p>

Verify the application and:

- the modules/units added to the student enrolment; and
- the application
- e

