

## RTO Credit Transfer Policy and Procedure

### PURPOSE

The purpose of this policy and procedure is to outline Music SA's obligations and processes in respect to the granting of credit as the result of Credit Transfer.

### SCOPE

This policy and procedure applies to students enrolled with Music SA who are seeking Credit Transfer for any Units of Competency previously completed with another Registered Training Organisation (RTO) and on Music SA's current Scope of Registration.

### POLICY STATEMENT

As a Registered Training Organisation, Music SA is required under the Standards for Registered Training Organisations (RTOs) 2015 to recognise nationally endorsed AQF qualifications, Skill Sets and Units of Competency regardless of where they are issued. This process of recognition is called Credit Transfer.

Credit Transfer will only be granted if suitable and authenticated/verifiable evidence is provided by students. This includes:

- AQF certification documentation i.e. AQF Qualification Testamurs and Statements of Attainment; and
- Authenticated Academic Transcripts (Record of Results) issued by the Registrar of an RTO.

Music SA is not obliged to issue an AQF Qualification or Statement of Attainment that is achieved wholly through the recognition of Units of Competency that have been completed at another RTO (or RTOs) through the process of Credit Transfer.

Music SA will not charge any fees for Credit Transfer.

### DEFINITIONS

**Academic Transcript** means a document that provides a record of all the Units of Competency that a learner has enrolled in with Music SA, and the results achieved for each of these Units.

**AQF Qualification** means an Australian Qualifications Framework (AQF) qualification type e.g. Certificate, Diploma or Advanced Diploma, that is endorsed in a national Training Package.

**Credit Transfer** is the process that obligates Music SA to formally recognise any AQF certification that an individual has previously completed with another Registered Training Organisation. Credit Transfer may only be awarded for Units of Competency that are the same as (or deemed equivalent to) those comprising the AQF qualification for which credit is being sought.

**Skill Set** means a single Unit of Competency or a combination of Units of Competency from an endorsed training package which link to a licensing or regulatory requirement, or a defined industry need.

**Unit of Competency** means the individual units of learning that comprise an AQF qualification or Skill Set that have been developed to reflect the knowledge, skills and standard of performance required in the workplace.

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### REFERENCES

- Music SA RTO Enrolment Policy and Procedure
- Music SA RTO Complaints Policy and Procedure
- Music SA RTO Appeals Policy and Procedure
- Standards for Registered Training Organisations (RTOs) 2015
- Users' Guide to the Standards for Registered Training Organisations 2015

### DOCUMENTS

The following documents support this policy and procedure:

- Music SA RTO Enrolment Form
- Music SA RTO Credit Transfer Application Form
- Music SA RTO Complaint Form
- Music SA RTO Appeal Form

### RESPONSIBILITIES

The **Music SA Board** is responsible for:

- approving the RTO Credit Transfer Policy and Procedure and all subsequent revisions; and
- participating in the complaint resolution process as outlined in the RTO Complaints Policy and Procedure.

The **Music SA Chief Executive Officer (CEO)** is responsible for:

- presenting any subsequent revisions of the RTO Credit Transfer Policy and Procedure to the Music SA Board for approval
- ensuring that all RTO staff understand their roles and responsibilities in relation to this policy and procedure
- responding to any formal complaints received from students in relation to Credit Transfer processes, in accordance with the Music SA RTO Complaints Policy and Procedure; and
- responding to any formal appeals received from students in relation to Credit Transfer outcomes.

The **Music SA Business Manager (BM)** is responsible for:

- preparing any revisions of the RTO Credit Transfer Policy and Procedure and presenting to the Music SA CEO for consideration
- receiving all RTO Credit Transfer Application Forms and forwarding to an appropriately skilled member of the RTO Training Team for processing
- recording the outcomes of Credit Transfer processes in the RTO Student Management System; and
- ensuring the safe and secure storage of Credit Transfer Application Forms and copies of submitted documentary evidence e.g. Testamurs, Statements of Attainment and Academic Transcripts in student files.

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### RESPONSIBILITIES

All **Music SA Training Staff** are responsible for:

- taking the role of Credit Transfer Officer (CTO) when appointed by the Music SA Business Manager
- ensuring that they comply with this policy and procedure when managing Credit Transfer processes
- assessing Credit Transfer Application Forms to determine if the applicant is entitled to be granted any credit under Credit Transfer arrangements
- authenticating/verifying any AQF certification submitted as proof of completed studies
- informing applicants of the outcome(s) of their Credit Transfer Applications
- ensuring applicants understand that they have the right to complain if they wish to dispute a Credit Transfer outcome; and
- submitting completed Credit Transfer Application Forms and all associated documentation to the Music SA Business Manager for recording and storage.

All **Credit Transfer Applicants** are responsible for:

- ensuring that they comply with all the Credit Transfer related process outlined in this policy and procedure; and
- ensuring that only authentic documentation is submitted for the purpose of Credit Transfer.

### PROCEDURE

- 1 Any individuals who wish to apply for Credit Transfer need to complete the Music SA RTO Credit Transfer Application Form and submit at the time of enrolment (preferably) or at least two weeks prior to course commencement to the Music SA BM.
- 2 Music SA BM will acknowledge receipt of the RTO Credit Transfer Application Form by emailing the applicant and completing the relevant sections of the Application Form.
- 3 Music SA BM will forward to an appropriately skilled member of the Music SA Training staff for processing and appoint them to the role of Credit Transfer Officer (CTO).
- 4 Appointed Music SA CTO will determine if any credit can be granted under Credit Transfer arrangements, by reviewing and authenticating/verifying any AQF certification or Academic Transcripts submitted as proof of studies completed with another RTO (or RTOs) by the applicant.
- 5 Music SA CTO will inform the applicant of the outcome(s) of their Credit Transfer Application in writing, and their right to complain if they wish to dispute the outcome(s).
- 6 Music SA CTO will complete the Verification/Sign-Off section of the RTO Credit Transfer Application Form.
- 7 Music SA CTO will forward the completed Credit Transfer Application Form to the Music SA BM, along with all associated documentation.
- 8 Music SA BM will record Credit Transfer outcome(s) in the RTO Student Management System.
- 9 Music SA BM will safely and securely store all Credit Transfer Application Forms and associated documentation in student files.

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### STATUS AND DETAILS

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Reference Code:	MSA-RTO-POLP-TAS:3-V1.1
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Authorisation Date:	27/05/2019
Accountable Officer:	Music SA Business Manager