



CREDIT TRANSFER POLICY AND PROCEDURES

PURPOSE

The purpose of this policy is to ensure that The Lan-Grove Office Training Centre Pty Ltd trading as The Sydney Business and Travel Academy, SBTA Culinary Institute (SBTA) and The Sydney English Language Academy (SELA) herein known as “The Academy” will accept and provide credit to learners 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 Registrar as per Standard 3, Clause 3.5 of the Standards for Registered Training Organisations (RTOs) 2015.

POLICY INTENTION

The intention of this policy is to ensure that learners must not be required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this.

Where a learner provides suitable evidence, they have successfully completed a unit or module at any RTO, SBTA will provide credit for that unit or module. Before providing credit on the basis of a qualification, statement of attainment or record of results, SBTA will authenticate the information in the document (e.g. by contacting the organisation that issued the document and confirming that the content is valid).

SBTA is however not obliged to issue a qualification or Statement of Attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs.

SBTA’s practice is to grant credit transfer for no more than 50% of the units in a qualification.

CREDIT TRANSFER PROCEDURE

Students must apply for credit transfer at the time of application and prior to a Letter of Offer being issued. Once a Letter of Offer has been issued and students have commenced their course, SBTA will **not** approve any credit transfer applications.

In order to lodge an application for credit transfer, students must complete the following procedure:

- a) Complete SBTA’s “**Application for Credit Transfer Form**” and pay the required credit transfer application fee to SBTA’s nominated bank account listed below.
 - ❖ Credit transfer for current SBTA qualification- \$100.00
 - ❖ Credit transfer for superseded SBTA qualification - \$200.00
 - ❖ Credit transfer for non-SBTA qualification - \$300.00

Bank name:	Commonwealth Bank
Account name:	The Lan-Grove Office Training Centre Pty Ltd
BSB Number:	062000
Account Number:	16928213

- b) The application form together with certified copies of all academic documentation such as Statement of Attainment and Record of Results by a Justice of Peace (JP) must be emailed to the marketing staff.
- c) The marketing staff will email the issuing RTO SBTA's "**Verification Request Form**" to verify that the academic documentation issued by them is authentic.
- d) Once verification is received, all the documentation together with payment details is forwarded by the marketing staff to the Technical Administrative Systems Officer (TASO).
- e) Based on the documentation, the TASO will assess the student's application and complete the "**Credit Transfer Assessment Form**".
- f) The TASO will calculate the course duration, create a Study Plan and forward the form to the Principal for approval and signature.
- g) Once the form is signed, it is sent to the marketing staff who will establish the cost of the course and create a Letter of Offer with a Payment Plan and forward it to the student for signature. The student is required to sign both the Credit Transfer Assessment Form together with the course offer.
- h) Once Offer has been accepted and payment has been made, the marketing staff will save all documents electronically into the students file in the Student Management System (ACAS) and advise the Registrar's office to issue the eCOE.

RESPONSIBILITY

- ❖ CEO/PEO
- ❖ Students Services Coordinator
- ❖ Marketing staff
- ❖ All other staff

ASSOCIATED DOCUMENTS

- ❖ Student handbook
- ❖ Credit Transfer Policy and Procedure
- ❖ RPL Policy and Procedure

RELATED STANDARDS

- ❖ Standard 3, Clause 3.5 from the Standards for RTOs 2015
- ❖ National 2018 Standard 2
- ❖ ESOS Act 2000

Approved by: Jane Koch, Chief Executive Officer

Signature: 

Date: 14 January 2021

Version	Created by:	Date created	Reason for update	Implementation date after circulation of draft to all stakeholders
1	Jane Koch	2015		2015
2	Jane Koch	1/12/2017	Updated to align with Standards	10/12/2017
3	Jane Koch	10/1/2018	Updated to include responsibilities and version control table.	14/1/2018
4	Jane Koch	05/11/2020	Change of banking details	06/11/2020
5	Jane Koch	14/01/2021	Adding SBTA Culinary Institute	14/01/2021