1. Purpose

To confirm that all students, potential or actual, of BCA National Training Group’s (BCA National) training programs and accredited courses are provided with the opportunity to relevant units of competency issued from another RTOs credited towards their studies as direct credit where applicable.

2. Policy statement

BCA National promotes the mutual recognition of qualifications under the Australian Quality Framework (AQF). A learner who has already achieved competence in a unit of competency is not required to repeat that unit, however, the learner must present the original or a certified copy of the certificate and transcript. Once the documentation has been verified, a credit transfer will be recorded and the learner will be exempt from attending that particular unit(s) of competency training and assessment tasks.

2.1 Direct credit transfer

To apply for direct credit a learner will need to provide their assessor with certified copies of their transcript or statement of attainment listing the unit(s) they wish to gain direct credit for. They will also need to complete an assessment task cover sheet and indicate they are applying for direct credit in the comments section.

It is the role of the assessor to ensure the transcript is certified, that the units are still current on training.gov.au and to advise the student if direct credit can be granted.

Note: Direct Credit can only be granted for units of competency that are listed as ‘current’ on www.training.gov.au, or a unit which is equivalent in content and learning outcomes (listed as superseded and equivalent to a previous unit as listed on training.gov.au), Should a unit of competency that a learner holds have been superseded, the direct credit transfer application may be denied the assessor will need to advise the learner of other options including recognition of prior learning and assessment only pathways for the unit(s) of competency they are applying for.

References: Credit Transfer: Australian Qualifications Framework Council, Issued November 2012.viewed online May 2013

3. Legislation

Legislation which applies to this policy:


4. Responsibility

- Trainers/Assessors
Training Coordinators

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<tr>
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<th>Rachel Burke</th>
<th>Date: 16/05/2013</th>
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<tr>
<td>Approved by</td>
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