

<h1 style="text-align: center;">Direct Credit Transfer Policy</h1>		<b>BCA National Policy Manual</b> <b>Policy Number:</b> BCAP0076 <b>Date of Issue:</b> 01/11/2016 <b>Date of Review:</b> 09/03/2017 <b>Next Review Date:</b> 09/03/2018 <b>RTO Code:</b> 91758 <b>CRICOS Code:</b> 03419D	
		Authorised by: BC	Issued to: RTO staff

## 1. Purpose

To confirm that all students, prospective or actual, of BCA National Training Group's (BCA National) training programs and accredited courses are provided with the opportunity to have relevant units of competency issued from other RTOs (or BCA National) credited towards their studies as direct credit transfer where applicable and ensure they do not have to repeat units of competency they have recently been successfully awarded.

## 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 within the scheduled program is not required to repeat that unit, however, the learner must present the original or a certified copy of the certificate and transcript. Where the learner has completed the unit with BCA National, the records will be transferred from within our Student Management System. Once the documentation has been verified, a credit transfer will be recorded and the learner will be exempt from attending or completing that particular unit(s) of competency training and assessment tasks.

### 2.1 Direct credit transfer

To apply for direct credit transfer where the learner has achieved the competency from another RTO - a learner will need to provide certified copies of their transcript or statement of attainment. The transcript or statement of attainment must list the exact or equivalent unit(s) of competency to those being delivered in current programs as per the BCA National schedule. In order to apply for direct credit, the student will need to complete an assessment cover sheet, sign it, and indicate they wish to apply for direct credit transfer.

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or a unit which is equivalent in content and learning outcomes (listed as superseded and equivalent to a previous unit as listed on training.gov.au), Should a unit of competency that a learner holds have been superseded, the direct credit transfer application may be denied, the student will be advised of other options including recognition of prior learning and assessment only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

### 2.2 Record Keeping

A copy of the documentation used to gain the direct credit transfer will be saved on the students file within the student management system. Where the credit transfer has been granted the relevant unit of competency outcome will be updated within the student enrolment.

## 3. Legislation

Legislation which applies to this policy:

1. National Vocational Education and Training Regulator Act 2011.

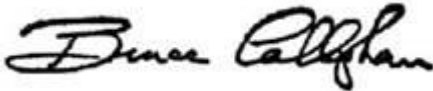
## 2. Standards for Registered Training Organisations (RTO's) 2015

### 4. Responsibility

- Trainers/Assessors.
- Training Coordinators
- Compliance Manager.

## 5. Related Documents and forms

- BCAP0116 Quality Assurance System

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<i>Approved by</i>	Bruce Callaghan	Date: 09/03/2017
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<i>Entered into register by</i>	Justine Steward	Date: 09/03/2017