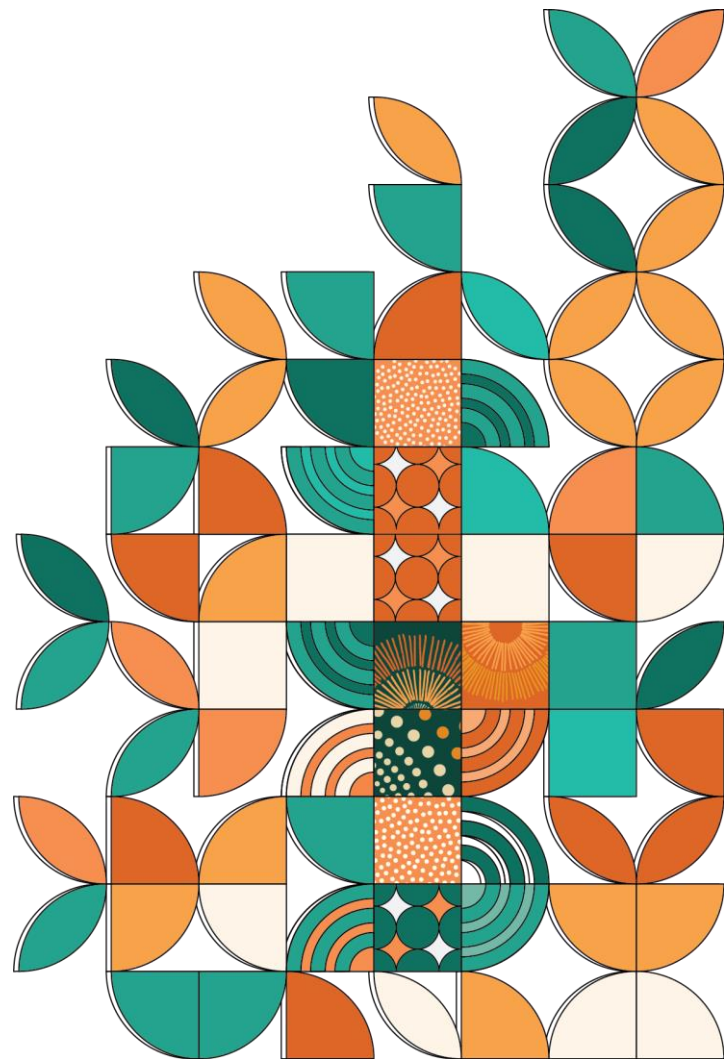


# Credit Transfer Procedure



## SECTION 1

### 1. Purpose

- 1.1 This procedure outlines the steps for applying, assessing, and granting Credit Transfer (CT) (commonly referred to as National Recognition) at the Institute of Health and Nursing Australia (IHNA). It ensures compliance with the Standards for Registered Training Organisations (RTOs) 2015 and other relevant Australian regulatory bodies' legislation.

### 2. Scope

- 2.1 This procedure applies to all current and prospective students of IHNA who wish to apply for credit transfer for the courses and units of competency listed on IHNA's Scope of Registration. This policy also applies to all the staff involved in the credit transfer process.

### 3. Definitions

- 3.1 Refer to IHNA's Glossary of Terms.

## SECTION 2

### 4. Procedure

- 4.1 The IHNA admissions team will provide information about Credit Transfer (CT), including details on the Credit Transfer Application form, application process, and evidence requirements. The necessary information is also available on IHNA's website, in the Credit Transfer (CT) section.
- 4.2 Students can only apply for credit transfer for units or qualifications listed on IHNA's scope of registration. While applications can be submitted at any time, IHNA recommends applying before starting your course to streamline the process.
- 4.3 There are no fees for applying for CT, and the IHNA receives no financial benefit from granting credit transfer.
- 4.4 Applicants must submit a completed Credit Transfer Application Form along with certified copies of the relevant qualification certificate, transcript, statement of attainment, or USI transcript. Enrolment application for the training program applicable to the units of competency for which CT is requested.
- 4.5 Upon receiving the application, IHNA will verify the submitted documentation and qualification or statement of attainment to ensure authenticity and completeness that have been completed at any other RTO's, TAFE Colleges, or other accredited institutions. Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications

Framework (AQF). The applicant is required to submit copies only which are certified as a true copy of the original by a Justice of the Peace (or equivalent). If it matches the IHNA course requirements, the applicant will receive credit for those completed units.

- 4.6 Where the units of competency do not align with the units of competency requested, further information is to be sought in the Training Package mapping guide (if available).
- 4.7 When unit codes and titles are different, IHNA will follow:
- If national recognition is sought for a unit of competency with a different title or code, it is necessary to establish the equivalence between the unit held and the unit being sought. This information is often found in the mapping guide published on the National Training Register ([www.training.gov.au](http://www.training.gov.au)). IHNA administration will check and validate this information.
  - The mapping notes within the National Training Register usually provide clear guidance using terms such as "Not equivalent" or "Is superseded by and is equivalent to". If there is no clear direction, it may be because the unit is new with no previous version. If it says "Is superseded by:" without clarification about equivalence, the new unit should be considered not equivalent.
  - In such cases, the administration should seek advice from the Chief Executive Officer/Academic Director/delegate or the relevant industry skills council. If no mapping is available or the unit is deemed not equivalent, credit transfer should not be granted. Under no circumstances should subjective comparisons between units be used as the basis for issuing credit transfer. If the skills council has not determined it to be equivalent, then it will not be considered.
  - Instead, the applicant should be referred for Recognition of Prior Learning (RPL) in accordance with IHNA's RPL policy and procedure (For detailed information, refer to the RPL Policy and Procedure and the IHNA website Recognition of Prior Learning (RPL) section).
- 4.8 Credit transfer for HLTENN units is exclusively available to students who have successfully completed a Diploma of Nursing program accredited by the Australian Nursing and Midwifery Accreditation Council (ANMAC) and approved by the Nursing and Midwifery Board of Australia (NMBA).
- 4.9 According to the Victorian VET Student Statistical Collection Guidelines-2021, credit transfer involves granting training credit for a subject previously completed by a student, including applications for mutual recognition. While credit transfer and mutual recognition are essentially

administrative processes, they can only be reported once the first subject with training activity has commenced.

- 4.10 IHNA will notify the student in writing (Email) of the outcome of their credit transfer application within 10 working days of receiving the complete application.
- 4.11 Once Credit Transfer is granted, the student's course schedule must be reviewed and adjusted accordingly. Details should be noted on the Training Plan and Comprehensive Assessment Record, then uploaded into the student management system (Knowledge Hub).
- 4.12 The completed CT application form must be signed by the student and IHNA's National Training Manager/Course Manager/Course Coordinator or delegate.
- 4.13 For international students on a student visa (CRICOS), if Credit Transfer is offered prior to the visa grant, IHNA will indicate the actual course duration in the Confirmation of Enrolment (CoE) issued for that course. If Credit Transfer is granted after the visa grant, the change in course duration will be reported to the Department of Home Affairs (DoHA) via the Provider Registration and International Student Management System (PRISMS).
- 4.14 An overview of the CT process flowchart has been included at the end of this procedure document.

## **5. Appeal**

- 5.1 A student may appeal against a decision made concerning Credit Transfer outcome and the appeal must be lodged in writing according to the processes for appeals as detailed in the Students Complaints and Appeals Policy and Procedure.
- 5.2 Students have the right to appeal any decision made by IHNA under this procedure. Students must lodge their appeal within 20 days of the decision being made. The affected parties will have access to IHNA Students Complaints and Appeals processes if they think that the decisions made by appropriate authorities are not justified and fair.

## **6. Record Keeping**

- 6.1 All associated documents related to the Credit Transfer (CT) process are stored in the IHNA's student management system Knowledge Hub (KH) under the respective student's profile documents section.
- 6.2 All data is saved for 7 years according to IHNA's Student Data and Records Management Procedure.

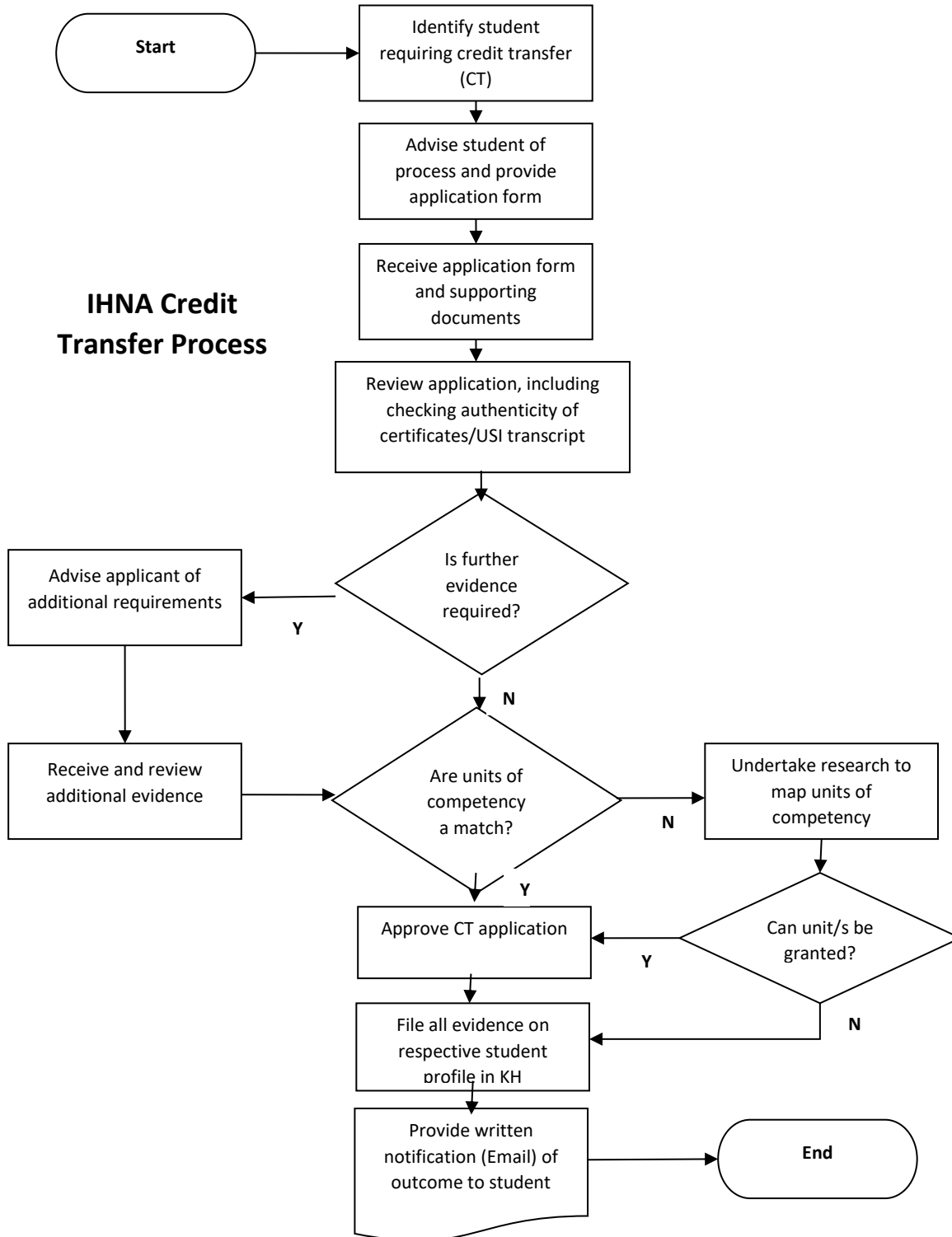
## **7. Ongoing Review**

- 7.1 To ensure ongoing compliance and continuous improvement, IHNA will actively monitor changes in standards and legislations from the Australian Skills Quality Authority (ASQA) and other relevant regulatory bodies. Any necessary updates to this procedure will be incorporated and reflected in the continuous improvement register.

## **8. Responsibility**

- 8.1 The Chief Executive Officer (CEO)/delegate is responsible for implementing this procedure.
- 8.2 The National Training Manager/Course Manager and the Course Coordinator are responsible for communicating and implementing this procedure. The National Training Manager, Course Managers, and Course Coordinators ensure all relevant administrative and academic staff are familiar with the CT policy and procedures. This empowers staff to answer student inquiries and effectively guide them through the CT process. Prospective students are informed about the CT opportunity before enrolling in a program. This allows them to consider utilising CT effectively.

**An overview of the CT process flowchart at IHNA**



Flowchart adapted and modified from <https://vetresources.com.au/credit-transfer-cracking-the-code-for-rtos/>

## SECTION 3

### 9. Associated Information

<b>Related Internal Documents</b>	<ul style="list-style-type: none"> <li>• Credit Transfer Procedure</li> <li>• Admission and Enrolment Policy</li> <li>• Admission and Enrolment Procedure</li> <li>• Certification Issuing and Recognition of Qualifications and Statements of Attainment Policy</li> <li>• Certification Issuing and Recognition of Qualifications and Statements of Attainment Procedure</li> <li>• Pre-Training Review (PTR) Policy</li> <li>• Pre-Training Review (PTR) Procedure</li> <li>• Students Complaints and Appeals Policy</li> <li>• Students Complaints and Appeals Procedure</li> <li>• Continuous Improvement Register</li> <li>• IHNA Credit Transfer (CT) Application Form</li> </ul>
<b>Related Legislation, Standards, and Codes</b>	<ul style="list-style-type: none"> <li>• National Vocational Education and Training Regulator Act 2011</li> <li>• Standards for Registered Training Organisations 2015</li> <li>• Education Services for Overseas Students Act 2000 (ESOS Act)</li> <li>• National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)</li> <li>• Enrolled Nurse Accreditation Standards 2017</li> <li>• Nursing and Midwifery Board of Australia (NMBA)</li> <li>• Australian Core Skills Framework</li> <li>• Australian Qualifications Framework</li> <li>• Relevant State and Commonwealth contracts and eligibility documents (VET Student Loans, Skills First Program, Department of Training and Workforce Development (DTWD), Smart and Skilled)</li> <li>• Victorian VET Student Statistical Collection Guidelines-2021</li> </ul>
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<b>Department</b>	Learning and Teaching
<b>SRTO 2015 Stds and sub-standards</b>	Standards for RTOs 2015 <ul style="list-style-type: none"> <li>- Clause 3.5</li> <li>- Clauses 1.8-1.12</li> <li>- Clauses 1.13-1.16</li> </ul>

### 10. Change History

Version Control		Version 1.0
<b>Version No.</b>	<b>Date</b>	<b>Brief description of the change, incl version number, changes, who considered, approved, etc.</b>

V.1.0	29/07/2024	Prepared and revised the Credit Transfer (CT) procedure based on the extracted information from the certification policy and procedure, approved in the meeting
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