

LATROBE COLLEGE OF ART AND DESIGN

CREDIT TRANSFER (CT) Procedures

See Policy: RTO 1.6-1.7 RPL and CT

LCAD, when presented with qualifications and/or statements of attainment of qualifications or part thereof completed at other Australian Registered Training Organisations (RTOs), will recognise that these are part of the Australian Qualification Framework and will ensure these form part of the student's pathway to the qualification they are applying for or completing.

LCAD can only offer Credit Transfer (CT) for completed units of competency that are identical or equivalent to units of competency (UOC) that LCAD delivers in its qualifications, as listed in its Scope of Registration, as listed on the National Training Register (Training.gov.au). If the UOCs have different code numbers, the discrepancy must be verified to ensure equivalence before awarding CT recognition.

LCAD offers automatic credit transfer for units of competency (UOCs) completed through LCAD courses, which can be directly applied to other LCAD courses. These include the prerequisite units required in some qualifications within the college's scope. CT can only be applied for before the study begins and not after it has commenced.

If LCAD delivers a UOC as part of a cluster of multiple units, the student can only be granted a CT if they have completed all the clustered units. The college cannot isolate a single UOC prior study credit from the larger cluster of UOCs delivered at LCAD.

On application, the assessor will examine the student's previously completed UOC and/or qualification outside of LCAD and compare it with the LCAD's Training and Assessment Strategy (TAS). If CT is denied, alternative options, such as RPL, will be discussed with the student.

The assessor will assess whether the qualification documents produced by the student are genuine by identifying signs of authenticity, such as embossing or watermarking on the document or other signs of digital proof.

If the student disagrees with the CT assessment decision, they have the right to appeal the decision. The student can access the Complaints & Appeals Processes located at <https://www.lcad.edu.au/policies-and-information>.

COURSE CREDIT FOR INTERNATIONAL STUDENTS

If course credit is granted to an international student, which leads to the shortening of the student's course, LCAD will:

- Indicate the actual net course duration in the COE issued for that student
- Report the change of course duration via PRISMS.

PROCEDURE

If the student has completed study outside of LCAD, the Student will complete the CT Application Form and submit evidence outlined in the form to LCAD.

The coordinator or delegate completes an assessment of the application, and a decision is made to award CT. If the student has completed study at LCAD they will be automatically given CT for the equivalent UOCs.

Google the UOC code to verify its modification history.

The evidence of the student's application is kept in the student's master folder on DROPBOX. For online students, the student folder is kept under their name in LCAD Students on Google Drive.

RESPONSIBILITY

The coordinator is responsible for ensuring systems and checks are in place and adjustments are communicated to staff. The coordinator or delegate will instigate an annual review of the Google Sheets master file to ensure evidence has been collected and stored correctly.

CT FEES

There are no fees charged for CT.

MONITORING

The coordinator or delegate will conduct an annual internal audit on its scope via TGA (training.gov.au) to check changes or updates to its scope items and record it on Checklist Scope under Checklists folder.