

POL-ENR-11 Credit Transfer Policy

GOVERNANCE

SRTO Standard 1.8 - The RTO implements an assessment system that ensures that assessment (including recognition of prior learning):

- complies with the assessment requirements of the relevant training package or VET accredited course; and
- is conducted in accordance with the Principles of Assessment and the Rules of Evidence

National Code 2018 – Standard 2 – Recruitment of an overseas student.

PURPOSE

Ironwood Institute is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015) and the National Code 2018. As such, Ironwood Institute is required to offer credit transfer that complies with assessment requirements of the Training Packages and the VET Accredited course.

SCOPE

This policy applies to all students who are enrolled at Ironwood Institute or those who are seeking enrolment at Ironwood Institute. It also applies to all training and administration staff who are involved in its effective implementation.

DEFINITIONS

Refer to separate Definitions document.

POLICY STATEMENT

Ironwood Institute will ensure that:

- Credit transfer is offered to all students on enrolment
- Adequate information and support are provided to students in understanding the process and gathering reliable evidence to support their claim
- All credit transfer applications are processed in accordance with the Ironwood Institute Assessment Policy; and
- Appropriate credit will be given to AQF Certification documentation issued by other RTOs.

RELEVANT FORMS AND PROCEDURES

- Ironwood Credit Transfer Application form
- Ironwood Credit Transfer Procedure

RESPONSIBILITY

CEO/Delegate – for overall authority

Student Services Officer – for dissemination of information

Enrolment Officer – for updating records in accordance with Records Management Policy