

Policy

PCBT recognises qualifications issued under the Australian Qualifications Framework and Statements of Attainment issued by other Registered Training Organisations. This is referred to as National Recognition.

Procedures

Application for Credit Transfer (National Recognition)

Applicants for enrolment or enrolled students can apply for National Recognition (referred to here as credit transfer) using the “Application for Credit Transfer” form. Applications for credit transfer are made and documents submitted at the reception desk. Applicants will be provided with a copy of this credit transfer policy and a copy of a credit transfer application form.

Applications for credit transfer will be accepted by applicants for enrolment or by students at any time. Applicants for enrolment or students must submit with their application authenticated detailed supporting documents including course transcripts, unit outlines, certificates, and letters of reference. Applications must be submitted to the Overseas Students Contact Officer.

Processing applications for credit transfer

Processed applications for credit transfer will be available for collection by those who have applied for them ten (10) working days after submission of the application. The Overseas Students Contact Officer is responsible for ensuring that applicants for credit transfer receive feedback about the outcome of their application. This will be provided at the time the applicant for credit transfer collects the completed and processed application.

Students (and applicants for enrolment) are required to sign the completed and processed application for credit transfer form to formally indicate that they have been given advice regarding the outcome of their application for credit transfer. Processing of applications for credit transfer takes place at no cost to a student or applicant for enrolment.

Assessment of a request for credit transfer

Each application for credit transfer is assessed by an appropriately skilled and qualified assessor under the supervision of the Principal. If a student’s authenticated statement of attainment or qualification from another RTO indicates that the student has been previously

assessed as competent in one or more units of competency of a qualification in which the student is enrolled, then the student will be granted credit transfer for those units of competency.

Changes to course duration upon granting of credit transfers

If a credit transfer is granted to an overseas applicant for enrolment offshore (i.e. someone who has previously been awarded an AQF qualification or statement(s) of attainment) the course duration is indicated in the CoE issued for that student for that course. Should credit transfer be granted to a student onshore, the change in course duration is reported via the PRISMS system. An overseas student on a student visa who is granted credit transfers must continue to carry a full-time load of study (the required number of hours of class-time per week is not reduced).

Appealing a credit transfer decision

Unsuccessful applicants for credit transfer may apply to have their assessment reviewed. All appeals against credit transfer assessments must be in writing and lodged at the reception counter within twenty working days of the credit transfer assessment outcome being made available to the applicant. The RTO Manager will determine the outcome of an appeal against a credit transfer application outcome. If an appeal on a credit transfer outcome is allowed, the Overseas Students Contact Officer will inform the applicant of the reasons and provide advice regarding any additional information which may be required.

The RTO Manager will appoint a suitably qualified assessor to reassess the application for credit transfer. The original credit transfer application form, together with all supporting materials and documents, assessor notes, and records of interview will be maintained in the hard file of the student by the Administration Officer. All documents relating to applications for credit transfer will be placed in the files of students who have applied