



## THE MANAGEMENT SCHOOL SYDNEY

MSS EDUCATION PTY LTD (ABN 32 604 489 161) RTO CODE: 41465 CRICOS PROVIDER CODE: 03485E

Ground Floor and Level 3, 55 - 57 Wentworth Avenue Sydney NSW 2000 Australia

TEL/FAX: +61 2 9119 3862 EMAIL: enquiry@tmss.edu.au WEBSITE: www.tmss.edu.au

### Credit Transfer Policy and Procedure

<b>Policy and Procedure Name</b>	NC 2018 - S1 - Credit Transfer Policy and Procedure
<b>Institution Name</b>	The Management School Sydney (also known as the "RTO" or "College")
<b>Issue Date</b>	14 Feb 2018
<b>Version Number</b>	1.0
<b>Date of Next Review</b>	14 Feb 2019
<b>Frequency of Review</b>	Annually
<b>Approval Authority</b>	Principal Executive Officer
<b>Related Documents</b>	Student Handbook Orientation slides Training and Assessment Strategies
<b>Administrator</b>	Student Services Officer
<b>Compliance and Monitoring</b>	RTO Manager Manager
<b>Author</b>	RTO Manager
<b>Responsibility</b>	The RTO Manager will ensure that all staff are aware of the policy and procedures manual and that these policies and procedures are reviewed annually or if there are any updates to the Standards or National Code 2018. All staff will share the responsibility for the consistent implementation of this policy and procedure.
<b>RTO Contact Details</b>	Level 3, 55/57 Wentworth Avenue, Sydney 2000 Australia Phone (02) 9119 3862 Fax (02) 9283 7588
<b>Related Standards</b>	National Code, Standard 2 Standards, Clause 3.5
<b>Definitions</b>	<b>RTO:</b> Registered Training Organisation <b>Standards:</b> Standards for Registered Training Organisations (RTOs) 2015 <b>National Code:</b> The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)



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<b>Contact Person for this Policy and Procedure</b>	RTO Manager (02) 9119 3862
<b>Publication Availability</b>	This Policy and Procedure is published in hard copy (available from the RTO Manager), in soft copy (available from Student Services and the RTO Manager) and on the college web site.

### 1. Purpose

In accordance with the requirements for Registered Training Organisations, the College will provide the opportunity for its students to have prior learning recognised towards a qualification for which they are enrolled in.

### 2. Scope

This policy applies to all staff processing enrolments at the College for students enrolled in a course offered by the College where learners will not be required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this. Where a learner (student) provides suitable evidence they have successfully completed a unit or module at any RTO, the College will provide credit for that unit or module.

### 3. Policy Statement

In accordance with the VET Quality Framework, the College recognises AQF Qualifications and Statements of Attainment issued by other RTOs. All students are made aware of the ability to apply for course credit via an Credit Transfer application prior to the enrolment process and during the induction process of their course.

Students will be advised of the Credit Transfer possibilities prior to enrolment and encouraged to submit documentation when enrolling. Students who have previously completed a Nationally Recognised qualification/unit that have the same code as a unit currently enrolled will be eligible for credit transfer for that particular unit(s) of competency.

The College will operate within the legal context described on Appendix A, and to which the policy must conform. Credit Transfer (CT) will meet the requirements of the Training Package.

### 4. Implementation

This section outlines the proposed implementation strategy for the policy and assigns responsibility for implementation tasks.



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### 4.1 Roles and Responsibilities

- The RTO Manager is responsible for approving the CT policy and procedures.

### 4.2 Policy Principles

All students will be informed at the time of enrolment and during orientation that they will not be required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this. Students will be required to provide suitable evidence that they have successfully completed a unit or module at any RTO as part of their application process.

#### 4.2.1 Credit Transfer (CT)

If a student has studied and completed a unit/s of competency previously and wishes to lodge an application for Credit Transfer (CT), the following procedures will apply:

1. The student completes an Enrolment Form and indicates that the student wishes to request for CT at the time of enrolment
2. The student is provided with an CT Application Form.
3. The student completes and submits the CT Application Form with a certified copy of the AQF Qualifications and/or Statements of Attainment awarded from another RTO.
4. If the student has studied previous units of study at another or this RTO, the RTO will validate and verify this Qualification/Statements of Attainment.
5. All AQF Qualifications and/or Statements of Attainment provided by the students must clearly identify the following:
  - a) Nationally recognised training
  - b) Name of issuing RTO
  - c) National provider number of RTO
  - d) Full surname and first name of the recipient
  - e) The qualification title
  - f) Record of results identifying the units of competency attained
  - g) The issuing RTO is registered to issue the certification, which is acceptable within the guidelines of the relevant nationally endorsed Training Package.
6. The RTO will verify the evidence provided prior to acceptance of recognition.



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7. To authenticate and validate the testamur, the RTO will check with the issuing RTO to validate that the qualification and/or Statement of Attainment was issued by that particular RTO. Authentication will be conducted via email.
8. On confirmation of authenticity and validity of the AQF Qualification and/or Statements of Attainment, the College will accept the student's application for CT and communicate the results to the student.
9. The result of the outcome will be recorded into the College's student management system database.
10. A scanned copy of the evidence and any other relevant documentation will be maintained on the student's file.
11. The College will only award credit transfer for qualifications which are on the College's scope of registration.
12. Credit transfer will only be awarded for an entire unit of competency and not part of a unit of competency.
13. The College will not award credit transfer for an entire qualification.

### 5. Review

**5.1** The RTO Manager is responsible for ensuring that this policy and procedure is continuously monitored for quality assurance and improvement purposes.

**5.2** This policy will be reviewed annually after the date of approval, unless there has been a change to the Standards or National Code 2018 within this timeframe.

### Appendix A:

#### Legislation Relevant to the RTO

The list below identifies legislation relevant to the RTO pertinent to this policy and procedure and to others that interact with this policy and procedure.

#### Commonwealth Legislation:

- National Vocational Education and Training Regulator Act 2011
- Standards for NVR Registered Training Organisations 2011



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- Student Identifiers Act 2014
- Privacy Act 1988
- Copyright Act 1968
- Fair Work Act 1968
- Sex Discrimination Act 1984
- Racial Discrimination Act 1975
- Racial Hatred Act 1995
- Work Health and Safety Act 2011
- Age Discrimination Act 2004 (Cwth)
- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Skilling Australia's Workforce Bill 2005
- Apprenticeship and Traineeship Act 2001 NSW
- Workers Compensation Regulation 2003
- Workers Compensation Regulation 2003
- ESOS Act
- National Code
- CRICOS Act

### NSW Legislation:

- Work Health and Safety Act 2011
- Disability Services Act 1993
- Fair Trading Act 1987
- Workplace Injury Management and Workers Compensation Act 1988
- Workers Compensation Regulation 2003
- WorkCover Legislation Amendment Act (1996 No. 120)
- NSW Commission for Children and Young People Act 1998.

### Acceptance of Credit Transfer Letter and Filing in Student Records

Pursuant to Standard 12, section 12.1B, the college must provide the student with a letter outlining the results of the credit application and must obtain student acceptance of the result of the credit award. Once the student has signed the letter, a copy of must be filed in the student record. The letter used by the college for this purpose is templated under the file name:



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ES12-12.1B Record of Course Credit to Student

### Visa Status for International Students

If the course credit is granted to the student and the student is an overseas student, the credit may result in a shortening of the course duration. If this is the case, the college must indicate in the Confirmation of Enrolment (CoE), the actual net course duration (as reduced by course credit).

If the course credit is granted after the student visa is granted, the college must report the change of course duration via PRISMS under section 19 of the ESOS ACT.



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### Definitions

This section sets out definitions for key terms and acronyms referred to in this policy and procedure of relevance to it.

<b>Appeal</b>	A student can lodge an appeal if they are dissatisfied with a decision after they have lodged a complaint about The RTO's services and/or product.
<b>AQF</b>	Australian Qualifications Framework - The AQF is the national policy for regulated qualifications in the Australian education and training system. It incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework.
<b>ASQA</b>	The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training sector. ASQA's responsibility is to regulate courses and training providers to ensure nationally approved quality standards are met.
<b>ASQA's Quality Indicator Annual Summary Report</b>	This form is used to report Learner engagement and employer satisfaction rates to ASQA by close of business by the 30 <sup>th</sup> of June each year by emailing the form to <a href="mailto:qidata@asqa.gov.au">qidata@asqa.gov.au</a>
<b>Assessment</b>	Is the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard expected in the workplace?
<b>Assessor</b>	Are persons who assess a learner's competence
<b>AVETMISS</b>	Australian Vocational Education and Training Management AVETMISS stands for Australian Vocational Education and Training Management Information Statistical Standard. It is a nationally consistent data standard that ensures the accurate capture and reporting and analysis of vocational education and training (VET) activity throughout Australia. Release 7.0 came into effect on 1 January 2014.
<b>Award of a qualification</b>	Award of a qualification occurs when a student has met the requirements of the qualification and the qualification is certified through the provision of a testamur. The term 'conferral' may also be used to describe this process
<b>Certification</b>	Certification is the verification and authentication of a student's entitlement to a qualification



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<b>Certification documentation</b>	Certification documentation is the set of official documents that confirms that a qualification has been completed and awarded to an individual
<b>Competency</b>	Ability to perform particular tasks (requiring relevant knowledge and skills) to the standard of performance expected in the workplace or by an industry.
<b>Complaint</b>	A complaint is any type of problem, concern or grievance about the students studies
<b>Credit Transfer</b>	Credit Transfer is a process that provide students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications
<b>Formative assessment (Snapshots)</b>	Assessment that takes place throughout a training program to provide learners with feedback as they learn rather than at the end of the program i.e. summative assessment. It can be used to help learners or to improve the delivery of the program during delivery.
<b>Graduate</b>	A graduate is a person who has been awarded a qualification by an authorised issuing organisation
<b>Holistic assessment (Clustered assessment)</b>	The assessment of a range of skills and knowledge together. The methods and tools may assess a number of elements of competence or more than one Unit of Competency at a time. It enables learners to show that they can do more than perform separate tasks.
<b>Industry (incl. Industry stakeholders)</b>	Individuals and bodies that have a stake in the services provided by the College. These can include, but are not limited to: <ul style="list-style-type: none"> <li>a) Enterprise/industry clients, e.g. employers</li> <li>b) Group/other training organisations</li> <li>c) Industry organisations</li> <li>d) Industry regulators</li> <li>e) Industry skills councils or similar bodies</li> <li>f) industry training advisory bodies and unions</li> </ul>
<b>Industry Currency</b>	'Industry currency' is the maintenance of a trainer's vocational technical skills and knowledge, put simply; it is keeping current with current industry knowledge, skills and practice. Industry currency enables trainers to deliver and assess vocational training relevant to industry and is central to the concept of being a dual professional.





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<b>Industry Engagement</b>	<p>Engagement with industry includes, but is not limited to:</p> <ol style="list-style-type: none"> <li>a) Partnering with local employers, regional/national businesses, relevant industry bodies and/or enterprise RTOs</li> <li>b) Involving employer nominees in industry advisory committees and/or reference groups</li> <li>c) Embedding staff within enterprises</li> <li>d) Networking in an ongoing way with industry networks, peak bodies and/or employers</li> <li>e) Developing networks of relevant employers and industry representatives to participate in assessment validation</li> </ol> <p>Exchanging knowledge, staff, and/or resources with employers, networks and industry bodies</p>
<b>National Register</b>	A register which lists all RTOs qualifications e.g. <a href="http://www.training.gov.au">www.training.gov.au</a>
<b>NCVER</b>	National Centre for Vocational Education Research (NCVER) - It is a professional and independent body responsible for collecting, managing, analysing, evaluating and communicating research and statistics about vocational education and training (VET) nationally.
<b>NPP</b>	National Privacy Principles
<b>NRT</b>	Nationally recognised training qualifications which are registered on the National Register which is provided by a Registered Training Organisations. The Nationally Recognised Training (NRT) logo is a recognised trademark that confirms training is nationally recognised.
<b>NTP Packaging Rules</b>	<p>National Training Package packaging rules explain the number of Units of Competency required to gain required certifications such as:</p> <ol style="list-style-type: none"> <li>a) Qualification</li> <li>b) Statement of Attainment</li> <li>c) Skill Set</li> </ol>
<b>Principles of assessment</b>	<p>To ensure quality outcomes, assessment should be:</p> <ul style="list-style-type: none"> <li>▪ <b>Fair</b> – when the candidate for assessment clearly understands what they need to do in order to demonstrate competence.</li> <li>▪ <b>Flexible</b> – makes allowance for changing conditions in the workplace and different contexts for the same competency.</li> <li>▪ <b>Valid</b> – assesses exactly what it claims to assess.</li> <li>▪ <b>Reliable</b> – gives a consistent result each time it is carried out, including by different people.</li> <li>▪ sufficient</li> </ul>



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<b>Professional Development</b>	Means activities that develop and/or maintain an individual's skills, knowledge, expertise and other characteristics as a trainer or assessor. This includes both formal and informal activities that encompass vocational competencies, currency of industry skills and knowledge and practice of vocational training, learning and assessment, including competency based training and assessment.
<b>Reasonable adjustment</b>	An action to assist a student with a disability to participate in education and training on the same basis as other Students
<b>Recognition of Prior Learning (RPL)</b>	Recognition including recognition of prior learning (RPL) is a process for awarded candidates' credit for skills, knowledge and experience gained through working and learning. It can be gained at any stage of their lives, through formal and informal learning, in Australia or overseas, through work or other activities such as volunteering.
<b>Record of results</b>	A record of results is a record of all learning leading to an AQF qualification or an accredited unit in which a student is enrolled and is issued by an authorised issuing organisation. In Australia this may be called a 'transcript of results', 'academic transcript', 'record of achievement' or 'statement of results'
<b>RTOs</b>	Registered training organisations (RTOs) are those <b>training providers</b> registered by ASQA (or, in some cases, a state regulator) to deliver vocational education and training (VET) services.
<b>Rules of evidence</b>	Related to the <i>Principles of assessment</i> the <i>Rules of evidence</i> provide guidance to ensure that assessment evidence is <ul style="list-style-type: none"> <li>▪ <b>valid</b> – address elements and performance criteria and reflects the skills, knowledge and context described in the competency standard</li> <li>▪ <b>sufficient</b> – demonstrates competency over a period of time and competency that can be repeated</li> <li>▪ <b>authentic</b> – be the work of the candidate</li> <li>▪ <b>current</b> – demonstrates the candidate's current skills and knowledge</li> </ul>
<b>Scope of Registration</b>	A register that defines the particular services and products an RTO is registered to provide.
<b>Stakeholders</b>	The College's staff, trainers and assessors, and students
<b>Statement of Attainment</b>	A statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement
<b>Summative assessment</b>	Assessment conducted at predetermined points in the training process and at the end of a period of training and/or secondment to determine the achievement of competency requirements.



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<b>Superseded qualification</b>	<p><a href="http://Training.gov.au">Training.gov.au</a> is the official national register of information on training packages, qualifications, courses, units of competency and registered training organisations (RTOs).</p> <p>Training.gov.au is the main database of vocational education and training information in Australia</p>
<b>The Standards for NVR Registered Training Organisations (RTOs) 2015</b>	<p>ASQA uses the Standards to ensure nationally consistent, high-quality training and assessment across Australia's vocational education and training (VET) system. Compliance with the Standards is a requirement for all ASQA registered training organisations, and for applicants seeking registration.</p>
<b>Trainers</b>	<p>Are persons who provide training</p>
<b>Training</b>	<p>Is the process used by an RTO, or a third party delivering services on its behalf, to facilitate learning and the acquisition of competencies in relation to the training product on the RTO's scope of registration.</p>
<b>Training and Assessment Strategies</b>	<p>Approach of, and method adopted by, an RTO with respect to training and assessment designed to enable learners to meet the requirements of the training package or accredited course</p>
<b>Unit of competency</b>	<p>A document that specifies industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.</p>
<b>VET</b>	<p>Vocational Education and Training - Vocational education and training (VET) is that part of tertiary education and training which provides accredited training in job related and technical skills. It covers a large number of careers and industries like trades and office work, retail, hospitality and technology.</p>
<b>Vocational competency</b>	<p>A person who has vocational competency will be familiar with the content of the vocation and will have relevant current experience in the industry</p>