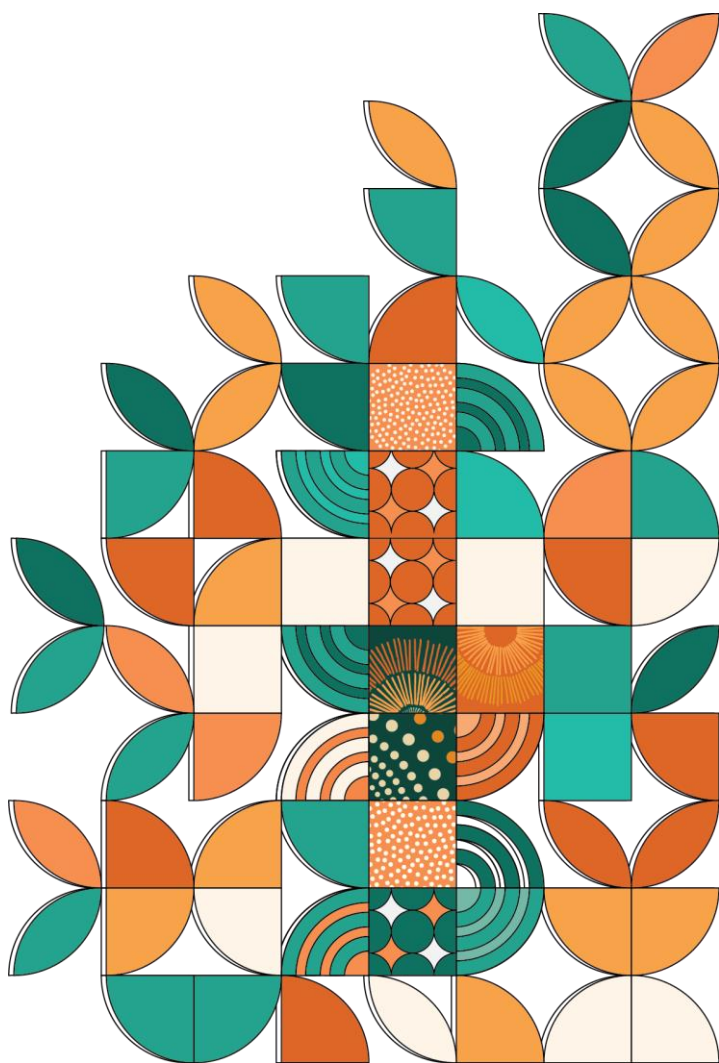


Credit Transfer Procedure



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 student recruitment and 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. Students must complete the required admission and enrolment process before applying for Credit Transfer (CT).
- 4.3 Students are encouraged to apply for the CT during/after their Pre-Training Review (PTR) process. Otherwise, students must submit a CT application before the census date to the unit of competency they are seeking for credit.
- 4.4 There are no fees for applying for CT, and the IHNA receives no financial benefit from granting credit transfer.
- 4.5 Students must submit a completed Credit Transfer Application Form along with certified copies of the relevant AQF certification documentation issued by TAFE Colleges or other registered training institutions (RTOs) or authenticated VET transcripts issued by the Registrar (USI). The completed CT application form must be signed by the student

- 4.6 Upon receiving the application, IHNA will verify the submitted documentation to ensure authenticity and completeness that have been completed. Before granting credit based on qualification, statement of attainment, or record of results, the IHNA academic team (National Training Manager, Course Manager, Course Coordinator, or delegate) will authenticate and verify the information by either directly accessing the USI transcript online or contacting the issuing organisation to confirm the document's validity and authenticity. Once the validation and approval process are completed, the student will receive credit for the matching unit(s).
- 4.7 Once Credit Transfer is granted, the Administration Officer will administer the CT in the Student Management System, and the course schedule will be reviewed and adjusted accordingly. The Administration Officer notifies the student in writing (Email) of their credit transfer outcome within 10 working days of approval.
- 4.8 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 (superseded), 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). The IHNA academic team 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.
 - IHNA grants Credit Transfer for a superseded unit of competency if the training package designates it as equivalent, without requiring formal mapping of unit outcomes. This process streamlines learning, reducing the time needed to complete a qualification or skill set. Although formal mapping is not mandatory, IHNA will adopt a best-practice approach by conducting a mapping analysis for units that have been superseded multiple times but remain equivalent, ensuring the ongoing relevance, integrity, and quality of competency assessments.
- 4.9 Instead, if the sought unit is not equivalent, IHNA will refer the student for the 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). It is important to note that providing credit for previous studies differs from Recognition of Prior Learning (RPL).

- 4.10 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). To determine the ANMAC-approved programs of study, IHNA will check the available and updated information on the [Ahpra website](#).
- 4.11 For the Diploma of Community Services (Case Management), students from Australian Community Workers Association (ACWA) accredited courses are eligible for up to 40% Credit Transfer (CT). When processing CT applications, IHNA will assess each request in accordance with ACWA requirements to ensure compliance and academic integrity.
- 4.12 For Skills First funding students, IHNA will process credit transfers in the Student Management System only after the student commences a Non-Credit Transfer unit in their enrolled course. This ensures compliance with the Victorian VET Student Statistical Collection Guidelines, where a Credit Activity Start Date must be recorded before granting a credit transfer.
- 4.13 For international students on a student visa, 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 a Credit Transfer is granted after the visa grant, the change in course duration will be reported to the Department of Home Affairs (DHA) via the Provider Registration and International Student Management System (PRISMS).
- 4.14 An overview of the CT process flowchart has been included in Appendix 1.

5. Appeal

- 5.1 A student may appeal against a decision made concerning the outcome of a credit transfer, 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 working 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.

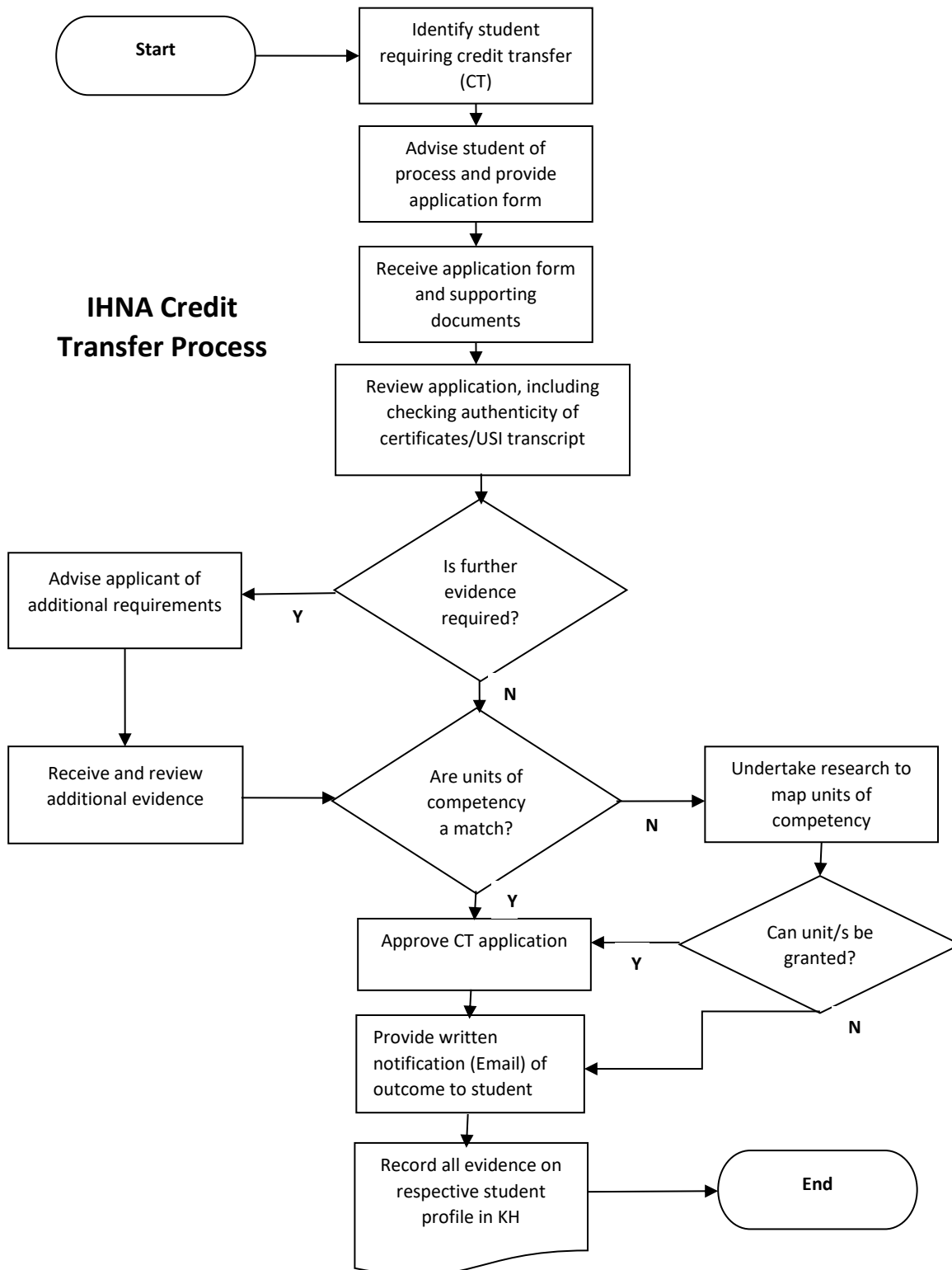
7. Ongoing Review

- 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/Delegate are responsible for communicating and implementing this procedure. The National Training Manager, Course Managers, and Course Coordinators ensure all relevant student recruitment, 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.

Appendix 1. 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

Related Internal Documents	<ul style="list-style-type: none"> • Credit Transfer Procedure • Admission and Enrolment Policy • Admission and Enrolment Procedure • Certification Issuing and Recognition of Qualifications and Statements of Attainment Policy • Certification Issuing and Recognition of Qualifications and Statements of Attainment Procedure • Pre-Training Review (PTR) Policy • Pre-Training Review (PTR) Procedure • Students Complaints and Appeals Policy • Students Complaints and Appeals Procedure • Continuous Improvement Register • IHNA Credit Transfer (CT) Application Form
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for Registered Training Organisations 2015 • Education Services for Overseas Students Act 2000 (ESOS Act) • National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) • Enrolled Nurse Accreditation Standards 2017 • Nursing and Midwifery Board of Australia (NMBA) • Australian Core Skills Framework • Australian Qualifications Framework • Relevant State and Commonwealth contracts and eligibility documents (VET Student Loans, Skills First Program, Department of Training and Workforce Development (DTWD), Smart and Skilled) • Victorian VET Student Statistical Collection Guidelines
Date Approved	08/08/2024
Date Endorsed	08/08/2024
Date of Effect	08/08/2024
Date of Review	31/12/2027
Approval Authority	Academic Board
Document Custodian	Academic Director
IHNA DocID	IHNA-CTP1-1.0
Department	Learning and Teaching
SRT0 2015 Std and sub-standards	Standards for RTOs 2015 <ul style="list-style-type: none"> - Clause 3.5 - Clauses 1.8-1.12 - Clauses 1.13-1.16

10. Change History

Version Control		Version 1.0
Version No.	Date	Brief description of the change, including version number, changes, who considered, approved, etc.

V.1.0	29/07/2024	Separated and revised the Credit Transfer (CT) procedure based on the extracted information from the Certification Issuing and Recognition of Qualifications and Statements of Attainment Policy and Procedure, approved in the meeting
-------	------------	---