

LATROBE COLLEGE OF ART AND DESIGN

CREDIT TRANSFER (CT) PP

RTO Standards 2015, 3.5

POLICY

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

LCAD can only offer Credit Transfer (CT) for completed units of competency that are the same units of competency that LCAD delivers in qualifications it has on its Scope of Registration as listed on **Training.gov.au**. The units must have the same code number and not an earlier edition.

CT can only be applied for before study commences and not after study has commenced.

If CT is applied for but LCAD delivers unit of competency as part of a larger cluster of other units, the student cannot be granted CT by LCAD. The college cannot isolate their prior study credit from the larger cluster units delivered at LCAD.

On Application the assessor will examine the students previously completed Units of Competency and or Qualification compare it with the LCAD's Learning & Assessment Strategy. If CT is denied then alternative options, such as RPL will then be discussed with the student.

The assessor will assess whether the qualification documents produce by the student are genuine but identifying signs of authenticity such as embossing or watermark on the document.

If the student does not agree with the CT assessment decision during the interview, they have the right to appeal the decision. The student can access [S27.1 COMPLAINTS Academic Grievance PP](https://www.lcad.edu.au/policies-and-information) found 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, Latrobe College will:

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

PROCEDURE

Student completes the **S7 CT APPLICATION FORM** and submits evidence detailed in the form to LCAD.

CT FEES

There are no fees charged for CREDIT TRANSFER