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| Procedure Name: | Credit Transfer |
| Document Number: | V9.4.03 |
| Approved by: | Academic Director |
| Last Approval Date: | April 2022 |
| Review Date: | April 2024 |
| Audience: | NIET Group (Rhodes Business School) Staff, Students and Community |
| Contact Officer: | Academic Coordinator |
| Related Documents: | Credit Transfer POLICY Application for Credit Transfer Form |

1. Purpose and Objective

The purpose is to ensure that the processing of student applications for credit transfer will be managed efficiently and effectively.

2. Procedure Scope/Coverage

This procedure details how credit transfer applications will be processed. This procedure applies to all the programs of vocational education training conducted by Rhodes Business School.

3. Definitions

Credit – Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

Credit transfer- Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

4. Procedure Statement

4.1 Information for Student

- Information regarding how to apply for credit transfer will be included in materials/information provided to the student prior to enrolment i.e., website and the Student Handbook and will detail the process and evidence requirements.
- There is no cost for credit transfer applications. The student must make the application for credit transfer via the Application for Credit Transfer form
- It is the student's responsibility to submit required evidence (as detailed in the form) to support the application.

4.2 Approval

- The Faculty Director of Academic Director or Academic Coordinator will assess the application and recommend a credit transfer based on evidence provided by the student
- The Faculty Director of Academic Director or Academic Coordinator may contact the issuing RTO for confirmation of authenticity of evidence. The date and person spoken to will be written on the copy of the document
- Where a student has completed an equivalent unit of competency with another Registered Training a credit transfer will be recommended
- The Academic director/Faculty Director will approve the credit transfer
- The student will be advised of the outcome in writing within ten business days from date the application is received.

| Version History | | | | |
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| Review Period: | | 2 years from date of last approval | | |
| Version Number: | Approved by: | Approval Date: | Effective Date: | Sections Modified: |
| 1.0 | | | | New Procedure developed 2022 |
| 2.0 | Academic Director | April 2022 | April 2022 | Approval of new procedure |
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