



## **Credit Transfer Policy**

Guild Training is committed to ensuring compliance with the VET Quality Framework by recognising the qualifications and statements of attainments which are issued by other RTO's. Under the recognition principal Guild Training accepts the credentials issued by another Registered Training Organisation based in any State/Territory of Australia. All current and potential learners who hold qualifications or statements of attainment will have these qualifications from other RTO's recognised by Guild Training and receive the appropriate credit transfers or recognition opportunities.

Credit transfer is the recognition of learning achieved through formal education and training. Credit transfer allows a learner to be awarded a unit of competency based on successful completion of the unit previously. The learner does not incur any fees and Guild Training does not receive any funding when credit transfer is granted.

Credit transfer is given for a specified unit with the same title and unit code based on successful completion of the unit previously at Guild Training or another RTO. The learner does not need to be assessed against the unit; however evidence of completion in the form of a certified copy of results/academic transcript must be provided.

This policy and procedure has been developed by the Pharmacy Guild of Australia as an all-inclusive document for delivery of training and assessment services in the state/territory Branches and should be read in conjunction with the individual state/territory Branch policies and procedures.

### **Procedure: actions and responsibilities**

<b>Action</b>	<b>Responsibility</b>
All prospective, enrolling and current learners must be informed through pre-enrolment advice, either in print or electronic form of their rights to credit transfer. The information will indicate to prospective learners that eligibility for credit transfer does not automatically guarantee them a place in a program in which that credit would be available. Information on recognition requirements will be communicated to current and prospective learners through the use of: <ul style="list-style-type: none"><li>• Training Agreement</li><li>• Induction information</li><li>• Pre-Enrolment Information Guides</li><li>• Learner handbooks</li><li>• Guild website</li><li>• Recognition of Prior Learning documentation</li><li>• During Pre-Training visits (if applicable)</li></ul>	National Secretariat State Branches
The Training Manager will ensure that all Guild Training staff are aware of requirements for recognition of AQF qualifications and statements of attainment. This will be achieved by ensuring that all Guild Training staff have read and are aware of the recognition process and are informed of changes to the requirements for recognition.  Changes or alterations to the recognition requirements will be communicated to Guild Training staff and current and prospective learners by altering the above documents or information sources.	State Branches
All Guild Training enrolment forms include a section requesting information from the learner regarding their previous qualifications.	State Branches
All applications for credit transfer should be lodged formally in writing using the Credit Transfer form. All applications for credit transfer must be accompanied by verified documentary evidence. Certificates need to be certified and signed by the learner's pharmacist.	State Branches

The Training Manager will ensure that Guild Training staff who undertake these activities has received appropriate training and understands the processes involved in confirming the qualification and undertaking the appropriate mapping. Mapping documentation needs to be retained within the learner file.	State Branches
On receipt of a Credit Transfer form and certified evidence the Training Manager or a delegated staff member will ensure that the qualifications and/or statements of attainment are reviewed and checked for authenticity, accuracy, and correct course names and codes.	State Branches
Before providing credit on the basis of a qualification, statement of attainment or record of results, the Guild will authenticate the information in the document by contacting the organisation that issued the document and confirming the content is valid.	State Branches
All documentation submitted by the learner, including certificates, statements of attainment, transcript of results should be signed and certified by the pharmacist.	
The Training Manager or a delegated staff member will ensure that the documents are reviewed and verified and that the appropriate units or competencies will be recognised. The Training Manager or a delegated staff member may use a number of sources to verify the qualifications or Statements of Attainments. These include: <ul style="list-style-type: none"> <li>• Issuing Registered Training Organisation (RTO)</li> <li>• <a href="http://www.training.gov.au">www.training.gov.au</a></li> <li>• Guild Training – Transition and unit matching documents</li> <li>• National Secretariat</li> </ul>	State Branches
The Training Manager or a delegated staff member ensures that the Credit Transfer form and mapping documentation is completed. The Training Manager confirms the information included in this document and counter-signs it.	State Branches
Once the qualification or statement of attainment have been verified, units of competency gained are entered into the learner management system.	State Branches
All documentation, including copies of the learner’s qualifications and statements of attainment are retained in the learner’s files.	State Branches
The learner is informed of the results of the recognition and credit transfer process by letter.	State Branches
Where a learner disagrees with the outcome of any application for Credit Transfer, the learner should first try to resolve the matter informally with the Training Manager. Where the outcome remains unresolved following informal discussions the learner may appeal the decision using the Complaints/Appeal Process. The request for appeal must be in writing using the appropriate documentation.	State Branches
No fees or charges apply for the application of Credit Transfer. In the case where an application for Credit Transfer converts into an application for RPL, the RPL fees and charges apply.	National Secretariat State Branches
When a learner has completed their course of study and a certificate or statement of attainment is to be printed the following applies: <ul style="list-style-type: none"> <li>• Credit transfers that have been granted must be included on the certificate or statement of attainment. Please ensure correct title and code. Branches are able to indicate that the units were achieved through recognition/credit transfer processes.</li> <li>• The Branch needs to maintain evidence (certified copy of certificate/statement of attainment and mapping documentation) to demonstrate credits that have been granted.</li> </ul>	State Branches
Credit Transfers will not be granted for formal study that is from a Training Package which is older than the most recently superseded Training Package. For example, units completed from the WRP02 Training Package will no longer be eligible for Credit Transfer in the SIR07 V.3 Training Package. Learners that are affected by this ruling are given the opportunity to go through an RPL process if they can demonstrate on-going industry/work experience.	State Branches

**Associated documentation**

Training Agreement  
Guild Training website  
Course marketing materials  
Pre-Enrolment Information Guides  
Learner handbooks  
Complaints and appeals policy

**Related topics****References****Authority**

National Training Manager - 19.04.2010  
National Training Manager – 15.06.2010  
National Training Manager – 29.07.2011  
Academy Compliance Manager – 24.07.2012  
Academy Compliance Manager – 21.10.2013  
Academy Compliance Manager – 17.06.2014  
Head – Guild Learning and Development – 15.11.2016