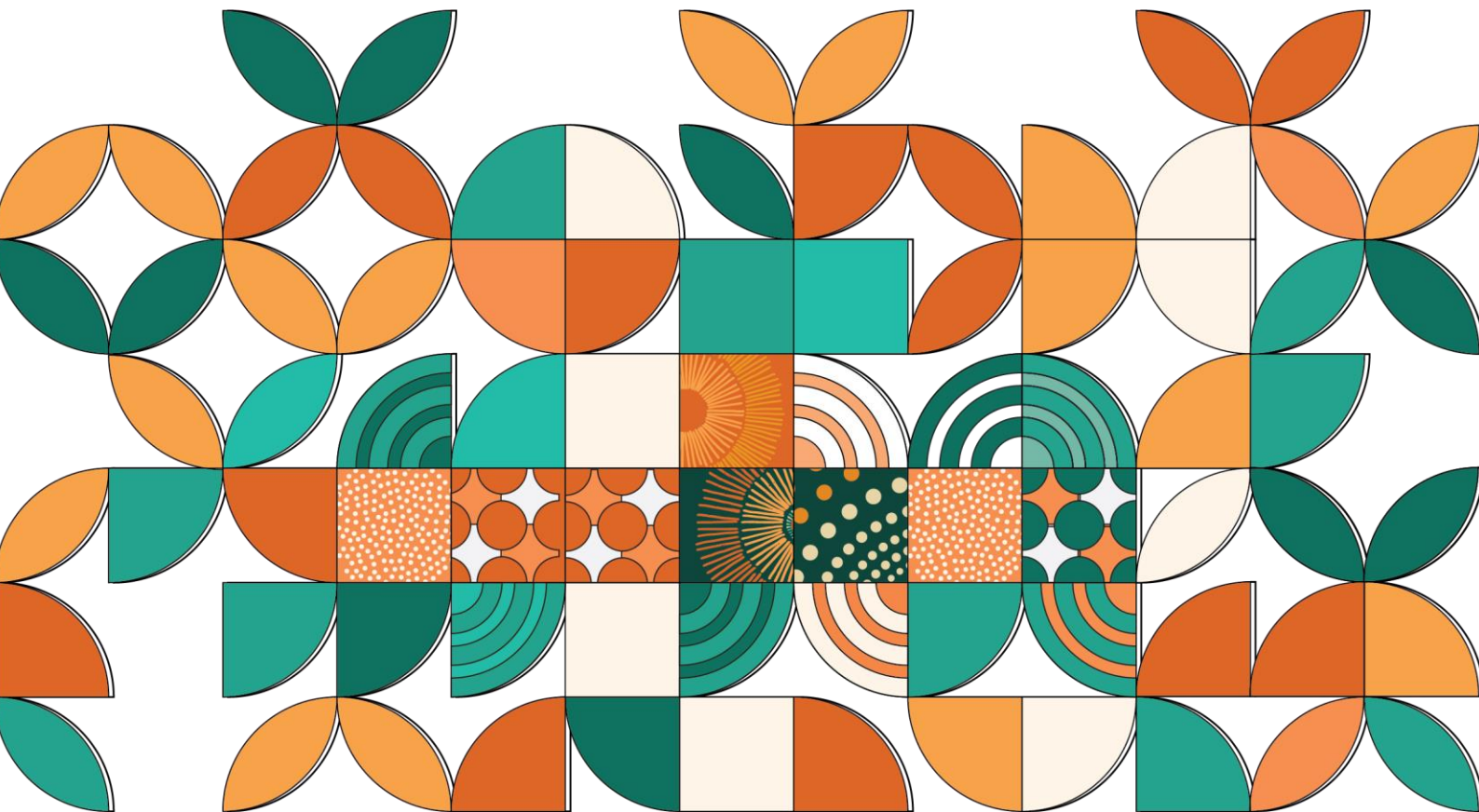# Credit Transfer Policy

## SECTION 1

### 1. Purpose

1.1 The Institute of Health and Nursing Australia (IHNA) is committed to recognising the awards issued by any Registered Training Organisations (RTOs), TAFE Colleges, or other accredited institutions. This Credit Transfer (CT) Policy aims to outline the principles and processes for granting credit to students. This policy ensures compliance with the Standards for Registered Training Organisations (RTOs) 2015 and other relevant legislation.

### 2. Scope

2.1 This policy 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. Policy Statement

4.1 Credit Transfer (commonly referred to National Recognition) is the recognition of learning achieved through formal education and training. Credit transfer means recognising the previous study towards the current course.

4.2 To receive a credit transfer for a unit, students must provide formal evidence that they have previously completed the unit or a unit with equivalent content and outcomes. Acceptable formal evidence includes a qualification certificate or transcript, a statement of attainment, or the USI transcript. Once credit is recognised, students are not required to repeat the training or assessment for that unit. There is no fee to apply for credit transfer.

4.3 IHNA is entrusted to offer credit transfer to learners. Unless otherwise restricted by the requirements of the training package or licensing requirements, IHNA ensures that learners have the opportunity to engage in assessments that are both flexible and fair. This policy is aligned with the Australian Qualifications Framework (AQF) national principles, the Nursing and Midwifery Board of Australia (NMBA) Enrolled Nurse Standards for Practice and the Australian Nursing and Midwifery Accreditation Council (ANMAC).

4.4 IHNA is committed to providing a fair and supportive credit Transfer process, which includes:

a. Equity and Fairness: The credit transfer process will be applied consistently and fairly to all students.

b. Transparency: Credit transfer information will be readily available to students and staff.

c. Quality Assurance: All credit transfer decisions will be based on sufficient and authentic evidence to ensure the integrity and quality of qualifications.

d. Compliance: The credit transfer process will comply with the standards for RTOs 2015 and other relevant legislation and regulatory requirements.

4.5 IHNA recognises the value of student's existing valuable knowledge and skills gained through various pathways. It is important to note that credit transfer (national recognition) is not recognition of prior learning (RPL). If applicants do not achieve a qualification that meets the national recognition requirements, they are required to complete an RPL process. IHNA will assess the existing various types of prior skills obtained by an individual through previous or current training, work experiences and/or life experiences towards the chosen program of study (For detailed information, refer to the RPL Policy and Procedure and the IHNA website Recognition of Prior Learning (RPL) section).

4.6 Diploma of Nursing: Credit Transfer (CT) for HLTENN units is awarded exclusively to students who have successfully completed a Diploma of Nursing program accredited by the Australian Nursing and Midwifery Accreditation Council (ANMAC) and recognised as an 'approved program of study' by the Nursing and Midwifery Board of Australia (NMBA) in compliance with the Enrolled Nurse Accreditation Standards.

## 5. Ongoing Review

5.1 To ensure ongoing compliance and continuous improvement, IHNA will actively monitor changes in standards and legislation from the Australian Skills Quality Authority (ASQA) and other relevant regulatory bodies. Any necessary updates to this policy will be incorporated and reflected in the continuous improvement register.

## 6. Responsibility

6.1 The Chief Executive Officer (CEO)/delegate is responsible for implementing this policy.

6.2 The National Training Manager/Course Manager and the Course Coordinator are responsible for communicating and implementing this policy. The National Training Manager, Course Managers, and Course Coordinators ensure all relevant 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.

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## SECTION 3

### 7. Associated Information

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|---|---|
| **Related Internal Documents** | • Credit Transfer Procedure<br>• Admission and Enrolment Policy<br>• Admission and Enrolment Procedure<br>• Certification Issuing and Recognition of Qualifications and Statements of Attainment Policy<br>• Certification Issuing and Recognition of Qualifications and Statements of Attainment Procedure<br>• Pre-Training Review (PTR) Policy<br>• Pre-Training Review (PTR) Procedure<br>• Continuous Improvement Register |
| **Related Legislation, Standards, and Codes** | • National Vocational Education and Training Regulator Act 2011<br>• Standards for Registered Training Organisations 2015<br>• Education Services for Overseas Students Act 2000 (ESOS Act)<br>• National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)<br>• Enrolled Nurse Accreditation Standards 2017<br>• Nursing and Midwifery Board of Australia (NMBA)<br>• Australian Core Skills Framework<br>• Australian Qualifications Framework<br>• Relevant State and Commonwealth contracts and eligibility documents (VET Student Loans, Skills First Program, Department of Training and Workforce Development (DTWD), Smart and Skilled) |
| **Date Approved** | 08/08/2024 |
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| **Date of Effect** | 08/08/2024 |
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| **Approval Authority** | Board of Directors |
| **Document Custodian** | Academic Director |
| **IHNA DocID** | IHNA-CTP1-1.0 |
| **Department** | Learning and Teaching |
| **SRTO 2015 Stds and sub-standards** | Standards for RTOs 2015<br>- Clause 3.5<br>- Clauses 1.8-1.12<br>- Clauses 1.13-1.16 |

### 8. Change History

| Version Control | | Version 1.0 |
|---|---|---|
| **Version No.** | **Date** | **Brief description of the change, incl version number, changes, who considered, approved, etc.** |
| V.1.0 | 26/07/2024 | Prepared and revised the Credit Transfer (CT) policy |

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