
Credit Transfer Procedure

Credit transfer recognises the equivalence of an accredited course previously completed, and where the course aligns either in part or to the whole of a course provided by Qantas College.

Participant eligibility for credit transfer will not unfairly advantage or disadvantage an enrollee from entering a course. Qantas College may design courses and programs with deliberate articulation pathways. These will be clearly depicted in course information.

1. Applicants for credit transfer must complete the credit transfer application form, attach a copy of a verified* Qualification or Statement of Attainment and submit the application to the Training Manager or Manager Quality and Accreditation.
2. The Training Manager or Manager Quality and Accreditation must check and verify the Award or Statement of Attainment and grant credit transfers for identical units that have been identified as being completed at another Registered Training Organisation.
3. Verified copies of Qualifications and Statements of Attainment used as the basis for granting credit transfer must be placed within the participant files with other sign-off documentation (scanned copies can be held electronically).
4. Granting of credit transfer must be recorded as a unit of competency outcome in the participant's outcome records.

** Verified copies are copies signed and dated by an authorised person verifying that they have seen the original document. Authorised persons for Credit Transfer purposes can be an official officer such as a police officer, pharmacist, bank manager, solicitor, and can also be a member of the Qantas College staff.*

The verification statement should state: "I have sighted the original document and verify this copy"