

Policy Name	Course Transfer Policy
Date	10 May 2024
Responsible Department	Student Administration
Current Version	V4

PURPOSE

The purpose of this policy is to provide reasonable opportunities for students to modify their study program after enrolling with CAL. The policy ensures that course transfers are carried out in a timely manner and in the best interest of the student. This is whilst adhering to course entry and/or workplace requirements.

SCOPE

This policy is applicable to all CAL students, prospective students, and other approved stakeholders.

DEFINITIONS

Statement of Attainment (SOA): Issued by a Registered Training Organisation (RTO) to certify the completion of one or more units from a Vocational Education Training (VET) qualification or an accredited short course.

Entry requirements: Entry requirements do not form part of the course. They outline the knowledge, skills and experience required to enter and successfully undertake a VET accredited course. These requirements may be 'mandatory' or 'recommended'. Not all courses have entry requirements.

Unique Student Identifier (USI): The Student Identifier scheme, enabled by the Student Identifiers Act 2014, allows students to access a single online record of their VET outcomes. The scheme also helps employers and other RTOs to confirm these outcomes.

POLICY STATEMENT

CAL recognises the desire for flexibility for students to move between specified courses on fulfillment of transfer criteria.

Reasons for Transferring

Any student can apply for a course transfer for the following reasons:

- Personal
- Career
- Current course workload (enrolled in a double qualification).

Personal reasons: where a student may need to transfer out of their current course because of time or workload issues, or where they have lost interest in the industry.

Career changes: where a student may be changing, or have changed their career, where the course didn't meet their expectations or didn't align with their job, or where a student no longer has access to the workplace requirements and can therefore no longer complete the assessments.

Current course workload: where a student may wish to drop part of their current course in order to reduce workload or time commitment, or where one qualification is no longer relevant.

Eligibility

If a student wishes to transfer into a different course stream, the criteria for entry (including any prerequisites) is the same as the enrolment criteria (see Student Enrolment and Recruitment Policy). All workplace requirements, prerequisite units, and entry requirements must still be adhered to.

A student may transfer between equivalent levels of award (Diploma course to a Diploma course), higher/lower levels of award (Diploma to a Certificate course or vice versa) or change to a single course if they are enrolled in a double.

Conditions

Transferring to a different course may result in higher or lower fees depending on the course. The necessary amendments to your payments will be clearly outlined before your course transfer is confirmed. Course pricing is subject to change and any fees payable/refunded will be decided based on the current pricing structure at the time of the request.

Students who transfer courses will be given credit transfers for the units they have successfully completed in the previous course. In the case where credit transfers cannot be applied to the new course, the student will be issued an SOA for the completed units. Training package rules will be thoroughly examined to identify any applicable credit transfers.

The CAL enrolment period is 24 months from the date of enrolment. A course transfer will not automatically reset the timeframe allocated for a student (see Course Extension Policy for more information).

A course transfer does not restart the 30-day risk free period.

SUPPORTING DOCUMENTS:

- Student Handbook
- Course Transfer Request Form
- Financial Aid Policy
- Student Selection and Enrolment Policy
- Enrolment Terms and Conditions
- Credit Transfer Policy
- Issuing AQF Qualifications Policy
- Refunds and Cancellation Policy
- Course Extension Policy.

PROCEDURE

Action
<p>Course Transfer request is submitted to CAL</p> <p>https://collegeforadultlearning.edu.au/students/course-transfer/</p>
<p>All students wishing to transfer/change their course will speak with a Student Success Advisor who will walk them through the process.</p>
<p>Any financial changes will be confirmed by the Accounts Department.</p>
<p>Once the course amendment has been approved, the student will receive:</p> <ul style="list-style-type: none"> • A new Individual Learning Plan (ILP) • An SOA for any completed units that are not included in the packaging rules of the remaining course • A confirmation email with links to Student Support and Flying Start Program resources.

Policy Administration

Version	Date Approved	Approved by	Next Review Due
1	10 April 2017	Sarah Sabell	April 2018
2	12 June 2018	Sarah Sabell	June 2019
3	24 October 2019	Sarah Sabell	October 2020
4	10 May 2024	Sarah Sabell	May 2025

Compliance References

Statutory	The <i>Standards for Registered Training Organisations (RTOs) 2015</i> Clause 1.7
Industry	Vocational Education and Training (VET)
Document Located	E:\Public Documents\03_CAL Operations\CAL Policies\02_CAL POLICIES STUDENTS