AUSTRALIAN INSTITUTE of BUSINESS

CREDIT TRANSFER POLICY

Purpose

This policy outlines the principles for awarding Credit towards an Australian Institute of Business (AIB) qualification based on Formal Learning successfully undertaken at another recognised accredited higher educational institution. The awarding of Credit for Non-Formal and Informal Learning is covered in the Recognition of Prior Learning Policy. The Credit Transfer Policy is based on the principles determined by the Australian Qualifications Framework (AQF) Council.

Scope

This policy applies to all enrolled and prospective students in AIB Courses.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the glossary.

Policy

1. **Credit Transfer**

    1.1   Credit Transfer is one form of Recognition of Prior Learning (RPL) that is designed to facilitate portability of qualifications and enable students to progress towards achievement of an AQF qualification.

    1.2   Credit Transfer applies to granting Credit towards an AQF qualification on the grounds of completed parts of another AQF qualification or other verifiable, Formal Learning at an educational institution.

    1.3   Throughout the Credit Transfer process, AIB will ensure that there is consistency, fairness and transparency in the decision-making process.

    1.4   Individual Credit Transfer decisions will be made by a senior academic in consultation with the relevant subject coordinator(s). A guiding principle in Credit Transfer decisions is ensuring that the integrity of the course of study and qualification is maintained and that students are not disadvantaged in achieving the expected learning outcomes for the course of study or qualification.

Responsibility:
Academic Dean

Related Policies and Procedures:
Credit Transfer Procedure
Recognition of Prior Learning Policy
Admissions Policy
Student Grievance Handling Policy and Procedure

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