

Credit Accumulation and Transfer Policy

SCOPE

This policy applies to all ILC Training learners taking qualifications with an awarding body, or locally developed courses, inline with regulatory bodies and the National Qualifications Framework.

POLICY STATEMENT

ILC Training is committed to the use of credit accumulation, exemption and transfer to support learners in accessing new learning, without repetition of prior learning. We are committed to uphold the standards of the National Qualifications Framework.

TERMS AND DEFINITIONS

TERM	DEFINITION
Credit accumulation	the process of collecting credit for learning towards a qualification.
Credit transfer	the procedure of granting credit to a student for educational experiences or courses undertaken.
CAT	Credit accumulation and Transfer

Policy Introduction

Each unit within an accredited qualification has credit value. The qualifications are designed to allow learners to transfer unit credits attained with one Awarding

Organisation to another. Credit value will be provided on certification from the originating Awarding Organisation. This does not imply that credit value can be automatically accepted for entry or transfer to another qualification or learning programme. The final decision regarding credit value that can be transferred rests with the organisation providing the qualification for which credit transfer is sought – the receiving Awarding Organisation.

This policy aims to provide ILC Training guidance on credit accumulation and transfers.

Defining Credit Accumulation and Transfer

CAT applies to learning that has been previously certified for a different regulated qualification or from a different Awarding Organisation on the same framework. This is to prevent a learner from having to unnecessarily repeat previous learning. Where a learner has already achieved a unit with credit, we will recognise that prior learning and will allow the credit to be transferred onto a new qualification, provided that the units have the same Ofqual reference number and the awarding body is in agreement.

Relevance CAT

Credit transfer is relevant where a unit in a qualification is the same (include unit/qualification assessment number) as a unit in another qualification.

A practical example of credit transfer would be a learner who achieves an award which is comprised of units 'A, B & C' transferring their credits to progress towards a certificate comprised of 'A, B, C, D and E'. In this case the units in the award have been nested in the certificate enabling the recognition of the previously achieved units.

If on the other hand a learner registered for the Certificate containing units 'A, B, C, D and E' without having done the award, but then withdrew from their programme of learning after completing only 'A, B & C', they could transfer their credits and consequently obtain the Award.

Applying CAT

If a learner wishes to transfer unit credits attained from another Awarding Organisation to ILC Training, ILC Training will check that the claim is valid by matching the credit claimed with the qualification for which they wish to claim credit.

They should check the following:

- Unit level
- Credit value

- Qualification and subject content

ILC Training will verify the learner and the achievement prior to submitting a credit transfer. The credits must fall within the rules of combination for the qualification – the rules of combination are available within each qualification specification.

Submission of CAT

Credit transfers should be submitted to ILC Training with a copy of the certificate issued. ILC will authenticate the credit value within the rules of combination for the qualification against which credit is being claimed. The final decision regarding credit value that can be transferred rests with the awarding body or ILC Training, if we are awarding the qualification for which credit is being claimed..

Related Policies and Other References

Recognition of Prior Learner

Admissions Policy

Appeals Policies