

Information on Credit Transfer for centres: how to transfer credit

1) What is Credit transfer?

The concept of Credit Transfer is based on the aims and design of the **Qualifications Credit Framework (QCF)** system, which has now been superseded by the **Regulated Qualifications Framework (RQF)**.

All qualifications that were created within the QCF are made up of **units**, each of which has a **credit value** allocated.

Centres can find out more about the units and credits that make up ASDAN qualifications from the specifications published on each ASDAN's qualifications web pages.

<http://www.asdan.org.uk/Qualifications>

ASDAN's procedures for Credit Transfer allow centres to claim credit from units already achieved by candidates, towards the total credit value required for them to complete a new qualification, subject to certain rules.

Credit can be transferred in various circumstances:

a) Some units occur in more than one qualification, whether awarded by ASDAN or by another Awarding Organisation:

e.g. A candidate may already have a Personal Progress unit previously accredited by NOCN.

b) Some units have been judged to be similar enough in content to other units for them to be counted as equivalent units at certain levels:

e.g. Communicating through Discussion level 1 (CoPE) can be counted as equivalent to Group Discussion level 1 (AoPE).

c) Achieving certain units from non-credit rated units can allow a candidate to be exempt from identified credit-rated units:

e.g. the achievement of the wider key skill Improving own Learning and Performance could give a candidate exemption from taking the unit Planning and Reviewing Learning as part of their AoPE qualification. No credit is accumulated from exempt units.

The equivalent units and exemptions allowed for each unit are included in the qualification specification.

2) How do I manage the process of credit transfer as a centre?

When entering candidates' units for external moderation (the on-line Candidate Registration and Submission form accessed through the centre's secure tutor portal), a form will be available for centres to complete in order to claim the transfer of credit from elsewhere. The claim form should ideally be submitted at the same time as the CANb, together with evidence to support the claim (where credits are being transferred from units awarded by an Awarding Organisation other than ASDAN).

Do not enter units on the Candidate registration and Submission form where credit is being transferred from previously achieved/equivalent units or when an exemption is being claimed.

The claim form asks centres to list units for which credit transfer or exemption is being claimed and the evidence of prior achievement that ASDAN needs the centre to supply in order to approve the transfer of credit.

The form also contains a mandatory declaration which must be signed.

Forms, and evidence of non-ASDAN achievements, can be submitted by post to

**Centre Support
ASDAN
Wainbrook House
Hudds Vale Road
St George
Bristol BS5 7HY**

or by email to:

qualifications@asdan.org.uk

3) How is transferred credit recorded and awarded?

The process of credit transfer is handled by Central Office, not by a centre's EQA. Therefore centres are requested NOT to send claim forms or evidence of prior achievement to their EQA as this may delay the process of transferring credit.

When a centre submits a claim for credit transfer with the candidate submission, ASDAN will check and validate the claim.

A check of the candidate's ASDAN achievement within the previous three years (five years for Personal Progress candidates) will be carried out. If additional evidence has been provided by the centre, this will be checked for validity.

After external moderation, the credit from all validated credit transfer claims is added to the credit from successfully moderated units, and the appropriate full qualification certificate is generated.

A document called a Credit Transcript is provided with the certificate, which shows the units the candidate has achieved in order to gain the qualification, together with the unit levels and credit values, details of any credit transferred from other units, and any exemptions.

N.B. Credit from equivalent units or units achieved in the context of a different qualification can only be counted towards the achievement of a full qualification.

Credit can only be transferred from units that the candidate has achieved within the three years prior to the qualification moderation date (five years for Personal Progress candidates).

There is no limit to the number of times credit from the same unit can be counted towards a qualification but the same unit can only be *certificated* once.