

VALUING LEARNING

Credit Transfer Process

This document aims to outline the process of transferring credit towards the Access to HE certificate
(Access staff with responsibility for negotiating credit transfer should refer to the Guidance for Practitioners 2004)

Summary of requirements

- Maximum 8 OCN Level 2 and Level 3 credits (6 at Level 3)
 - relevant to the learner's planned programme and progression route
 - achieved within the previous five years
 - authenticated by a Certificate and Transcript
- Formal recorded guidance on relevance of transfer

Learners will become aware of the opportunity to transfer credit in 2 ways:

- 1) On receipt of their Certificate of Achievement for any L3 OCN Credit they will be sent a VL leaflet by OCN explaining the transfer process
- 2) Access providers will take active steps to encourage the transfer of credit as in the steps outlined below

IDENTIFY potential feeder programme and learners:-

RAISE AWARENESS of the opportunities of Valuing Learning

PROVIDE the Initial Valuing Learning Flyer

ESTABLISH LINKS with Access to HE Programme provide contact details propose taster visits etc

ARRANGE Access to HE taster sessions, and encourage Access Mentors

MAINTAIN CONTACT and interest for potential Access learners

SET UP individual guidance sessions to begin the process of transferring credit

PROVIDE GUIDANCE session/s to formalise the transfer of credit and provide evidence of a planned programme of learning

RECORD GUIDANCE on the 'Transfer of Credit' Form

RETAIN RECORD for future Access moderation and claim of Award of "Access to HE Certificate"

STEP 4
AGREE Access to HE Individual Planned Programme (including transferred credits)

At final moderation: COMPLETE CLAIM for Award of Access to HE, supported by evidence of 'Transfer of Credit' Form

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