

A Quick Guide to Access to HE Credit Transfer

All the information you'll need regarding credit transfer of student achievement can be found online in the QAA Access to HE Diploma Specification 2023.

QAA Access to HE Diploma Specification

<https://www.qaa.ac.uk/en/access-to-he/access-to-he-resources/access-to-he-diploma-specification>

What you need to know:

1. What is credit transfer?

Credit Transfer is a method that enables the recognition of credits claimed from one named Diploma in a previous Access to HE Diploma for the Access to HE Diploma on which the student is currently registered. This means that transferred credit will count towards the number of credits awarded to the student at the end of their Access to HE Diploma course.

A maximum of 50% of the 60 credits awarded for an Access to HE Diploma can be gained through Credit Transfer and/or Recognition of Prior Learning (RPL).

Definition of Credit Transfer in Access to HE Diplomas

Credit Transfer is the transfer of unit credit awarded from a previous Access to HE Diploma to an Access to HE Diploma on which a student is currently registered. The credit can be transferred from a previous Gateway Qualifications Access to HE Diploma or for credit gained from another AVA.

The credit identified for transfer needs to have been gained through the Access to HE credit framework and must be relevant to the requirements of the rules of combination for the receiving Diploma.

The credit will count towards the final credit awarded to the student for the Access to HE Diploma on which they are currently registered. Where credit is transferred, any grades previously attained may also be transferred, depending on the circumstances of the individual case.

2. The Gateway Qualifications Credit Transfer Process

There are six stages to the Credit Transfer process, as set out below. The credit transfer document must be completed and submitted with any corresponding evidence for each case. Refer to the recognition of prior learning and transfer of credit [webpage](#) on the website.

Stage 1: Awareness, information, advice and guidance

During the student's enrolment, the credit transfer process should be discussed. In particular, students will need to know:

- The process for credit transfer
- The timelines and appeals processes
- All implications of credit transfer, including the transfer of existing grades where applicable

Stage 2: Gathering evidence and giving information

During this stage, the Centre will work with the student to collect evidence. There are three different anticipated, though not necessarily exclusive, scenarios where credit transfer may take place, and the gathering of evidence and information is different in each scenario. The credit transfer application form should be fully completed in every case.

- a. Where the proposed credit transfer is from units that match exactly (including title and code) with a unit or units included in the Rules of Combination for the Access to HE Diploma the student is currently registered on, this evidence should consist of any previously issued certificate and transcript. The credit transfer application form must also be completed and submitted with this evidence.

If certificates and transcripts are unavailable, the units certificated should be listed on the credit transfer application form, with grades obtained (where applicable) and the approximate certification date. This scenario applies only when the proposed credit transfer is from one Gateway Qualifications' Access to HE Diploma to a different Gateway Qualifications' Access to HE Diploma.

- b. Where a credit transfer application is for previously claimed units that contain content which may cover all of the assessment criteria of one or more units on the Access to HE Diploma on which the student is currently registered, and where both Diplomas are Gateway Qualifications' Access to HE Diplomas, previously issued certificates and transcripts should be produced and, where these are not available, titles and codes of units previously claimed units should be listed on the credit transfer application form.
- c. Where a credit transfer application features unit credit previously certificated by another AVA, all certificates or copies obtained from the relevant AVA must be produced. In addition, the student will need to produce evidence of the work completed for the unit. This could include any assessed work or assessments the student possesses or can obtain from their previous Centre. The credit transfer application form must also be completed and submitted with the evidence.

Stage 3: Scrutiny by a Gateway Qualifications' Curriculum Advisor

A Gateway Qualifications Curriculum Advisor is an experienced Access to HE moderator specialising in the relevant subject area. They will review the credit transfer application and make a documented decision on whether or not credit transfer will apply, the amount of credit to be transferred and which unit or units on the Access to HE Diploma the student is currently registered on will receive the credit transfer. The documentation of this decision will include a written rationale for that decision.

Stage 4: Transferring Credit

The provider and student will be sent the decision in full, including details of any grade to be transferred. They will need to advise Gateway Qualifications' Quality Team of whether or not the student wishes to transfer the credit, having considered all the implications of the transfer (e.g. grades required for HEI entry), within 28 days of receiving the decision or within no less than 14 days of the Final Awards Board (FAB), whichever date is the sooner.

The Gateway Qualifications' Customer Excellence team will transfer the appropriate credit to the student's current Access to HE Diploma Record of Achievement (RAC). This will then be 'locked in' to that RAC and cannot be altered by the Centre. The Customer Excellence Team will also ensure that information uploaded to UCAS regarding the student's achievement on their new Access to HE Diploma includes the total amount of transferred credit and appropriate grades.

Stage 5: Appeal

Appeals will follow the Gateway Qualifications standard [Appeals Policy and Procedure](#).

Contact Details

If you are unsure or have a specific query, please email the support team at access@gatewayqualifications.org.uk.