



P23 COURSE CREDIT POLICY

Purpose

This policy and procedure ensure Queensberry College of Vocational Education (QCVE) meets the requirements of Standards for Registered Training Organisations 2015- Standard 3 Clause 3.5

Scope

Credit of prior studies is limited to outcomes that are drawn from the national skills framework being units of competence awarded and accurately identified in statements of attainment and qualifications.

Objective

The objective of this policy is to ensure that all students' academic accomplishments are recognised in accordance with legislative and regulatory requirements.

Definition

Credit:

Is the recognition of learning achieved through formal education and training, Under the Standards for Registered Training Organisations 2015, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTO's.

Credit Transfer:

A Credit Transfer allows a student to be awarded a credit (exemption) for a unit or units of competency successfully completed in previous studies into their new course of study. Meaning the unit will not need to be re-studied and the exemption of the unit will reduce the study duration of the course.

Responsibility

- The Compliance Manager is responsible for implementation of this policy.
- The Administration staff commence the execution of this procedure, and the compliance manager completes and approves the final aspects of this procedure.

Requirements

- Queensberry College of Vocational Education (QCVE) accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:
 - AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
 - authenticated VET transcripts issued by the Registrar.
- Information regarding Credit Transfer must be included in the information given to students prior to enrolment.
- All staff must be provided with information about the Credit Transfer application process and assist students in completing applications.
- Applicants must apply for credit transfers at enrolment time or within 28 days of course commencement.
- Applicants wishing to apply for a credit transfer must apply using the '*credit transfer form*.'
- Applicants must present his/her statement of attainment or qualification so the Compliance Manager can assess and map the unit/s presented for credit transfer against the unit/s proposed to be delivered by QCVE.
- Applicants must provide original documents from the issuing provider.
- Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework.
- Documents will be verified with the issuing RTO if for any reason the QCVE staff member questions the authenticity of the documents.
- Credit Transfer is different from Recognition of Prior Learning.
- QCVE provides credit transfer to the students at no additional cost.

Procedure

- Applicants applying for Credit(s) must complete the 'credit transfer application form', attach a copy of a verified Award or Statement of Attainment and submit the application to the Student Admissions.
- Student admissions will forward this information the Compliance Manager.
- The Compliance Manager will check the Award or Statement of Attainment and grant credit(s) for identical units that have been identified as being completed at another Registered Training Organisation.

- If credit transfer is being sought for a unit of competence that has a different title or code, then it is necessary to establish the equivalence between the unit held and the unit being sought.
- This information can be found in the mapping guide published in the relevant Training Package (www.training.gov.au)
- If the units are not equivalent as indicated by mapping guide, the applicant should be referred for Recognition of Prior Learning (RPL). (Refer to Recognition to Prior Learning Policy and Procedure)
- When QCVE grants credit transfers, the course duration is reduced. A new course duration will be calculated for the student and the CoE issued accordingly.
- The student will be notified by letter of the granting of the credit transfer/s and new course duration and the student will need to come into the office and sign the credit transfer form in acceptance.
- Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer must be placed in the student files.
- The completed Credit Transfer Application form record must be signed by the student and the Compliance Manager.
- Granting of Credit Transfers must be recorded as a unit outcome in the student's file.
- Any course duration reduction because of a Credit transfer (granted to students must be indicated on the Confirmation of Enrolment if granted prior to the issue of a visa or on PRISMS if granted after the issue of a visa.