

PP15 CREDIT TRANSFER

SCOPE

This policy applies to all staff of Southern Cross Education Institute who are involved in the Student Credit Transfer Process and all current and prospective students of the Southern Cross Education Institute.

POLICY

This policy/procedure supports 'Standard 12 – Course Credit' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007' which states 'Registered providers must appropriately recognise course credit within the ESOS framework.'

And:

NVR Standards 'SNR 23.2' which states:

'The NVR registered training organisation must recognise AQF and VET qualifications and VET statements of attainment issued by any other RTO.'

AND:

Australian Nursing and Midwifery Accreditation Council (ANMAC) Domain 1, standard 1 which states :

1.7 That credit transfer or the recognition of prior learning (RPL) is consistent with both AQF national principles and the expected outcomes of regulatory authorities for practice.

And:

The Victorian Training Guarantee 2013 guidelines, which states: The registered training organisations (RTOs) that are contracted with the Victorian Government to deliver this training are bound by the requirements of the 2013 Service Agreement Victorian Training Guarantee Program (the Service Agreement). The 2013 Guidelines about Determining Student Eligibility and Supporting Evidence (the Guidelines) must be read in conjunction with the Service Agreement.

Specifically:

The RTO must identify all units of competency or modules relevant to the course or qualification in which an Eligible Individual is enrolled that have been attained by an individual as a result of previous formal training. The RTO is not eligible for Contact Hour Funds from the Commission for the student contact hours associated with these units of competency or modules, and must report such units of competency/modules as Credit Transfer.

This policy implements a procedure for the college to process any student's CREDIT TRANSFER APPLICATION (FOR25) for course credit and document any results, including student verification of the outcome. It will provide a process that ensures that students receive written verification (CONFIRMING OUTCOME OF CREDIT/RPL APPLICATION (LET12)) of the outcome of the CREDIT TRANSFER APPLICATION (FOR25) and records are kept with STUDENT ADMIN FILE (FILE_STAD).

It also ensures that any changes to course duration that occur from granting a course credit, after a Student Visa is granted, are reported to the Department of Immigration and Border Protection via PRISMS for International students

DEFINITIONS

'Course Credit' is defined by the National Code 2007 as follows:

Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning.

'Credit Transfer' (CT) defined by AQF as a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in contact and learning outcomes between matched qualifications

The granting of exemption or credit by a Registered Training Organisation (RTO) to students for units of competency completed under accredited training. These unit codes must identically match the units that you are applying for credit.

Credit Transfer and Recognition of Prior Learning

At times, it may be difficult for an applicant to identify if their experience falls under the category of credit transfer or RPL. Credit transfer is a term used to identify a process of gaining recognition gained through a previous course or a unit of study. A copy of an Academic Transcript would need to be supplied by the applicant.

The following table assists to recognise the difference between Credit Transfer and Recognition of Prior Learning.

Credit Transfer	Recognition of Prior Learning (RPL)
<ul style="list-style-type: none"> • Applicable when the student has completed an identical competency at another Registered Training Organisation or at SCEI in another course. It means it does not need to be completed again. • In some cases a student may have studied a 'module' in an old course and in the new Training Package it appears again as a 'competency'. Use the 'mapping guide' to determine if the unit is equivalent or not. • Unlike RPL, the student does NOT have to be enrolled in the Unit(s) being applied for BUT the student MUST be enrolled in a Qualification. • It is not possible to Credit Transfer through an entire Qualification. At least one Unit must be done through normal enrolment or through RPL. • There are no costs associated with a Credit Transfer. • To apply for Credit Transfer an FOR25 CREDIT TRANSFER APPLICATION must be completed with certified copies of the academic transcript attached. 	<ul style="list-style-type: none"> • Is a detailed process whereby knowledge and skills acquired through training, work or life experiences may be acknowledged to gain credit toward current studies. • Evidence will be requested to support any claims. Some examples might include: previous formal study, job descriptions, samples of work and specific references. • A student MUST enrol in the Unit(s) BEFORE SCEI can process the RPL application. • A student CAN RPL through an entire Qualification. • There is a fee involved because a content expert will need to assess the application. The assessor must be satisfied the candidate is currently competent. • The fee for RPL will be calculated based on the number of units the applicant is applying for RPL. • To apply for RPL, RPL Kit Applicant Booklet needs to be completed.

For further details about RPL, refer to PP80.

PROCEDURE

Application

- 1.1 All prospective and enrolling students are made aware either in print or electronic form (such as through the Student Handbook, SCEI website, brochures, course information) of the ability to apply for course credit via a CREDIT TRANSFER APPLICATION (FOR25).
- 1.2 All CREDIT TRANSFER APPLICATION (FOR25) are to be submitted to Student Administration and include original documents to be sighted and copied by Student Administration.
- 1.3 Students who have completed a Nationally Recognised qualification / unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the particular unit(s). A CREDIT TRANSFER APPLICATION (FOR25) must be accompanied by Nationally Recognised Certificates with detailed Statement of Attainments indicating the units successfully completed including unit codes and titles and dates of completion. The student must provide the original certificate to be sighted by SCEI or certified copies to verify the Credit Transfer.
- 3.1 Australian students may apply for Credit Transfer at any time. International Students are to place any CREDIT TRANSFER APPLICATION (FOR25) by the 2nd week of the first term of study in their enrolled course.

Processing Applications

- 2.1 Applications are received by Student Administration in the first instance and the application and supporting documentation is copied and placed into the STUDENT ADMIN FILE (FILE_STAD). Where originals are required to be sighted the Student ADMINISTRATION OFFICER will sight the originals and indicate on copies that originals have been sighted and return originals to the student. The Southern Cross Education Institute shall at no time accept original certificates.
- 2.2 The Credit Transfer application will be processed by the SCEI Trainer/Assessor of the course the student is applying Credit Transfer for. When Credit Transfer is approved, the Trainer/Assessor must update the Academic Progress Sheet with the outcome code 60. This must be updated in the Student Management System by the Wisenet officer.
- 2.3 Where any application for Credit Transfer is received by SCEI, SCEI is to assess the application and provide an outcome to the application within 14 days of receiving it, or as soon as practical where further information is required to determine the outcome. Once completed, the ACADEMIC MANAGER (ACAM) is to inform the student through CONFIRMING OUTCOME OF CREDIT/RPL APPLICATION (LET12).
- 4.1 Where CREDIT TRANSFER APPLICATION (FOR25) is received the following must occur:
 - The Southern Cross Education Institute needs to provide the student a CONFIRMING OUTCOME OF CREDIT/RPL APPLICATION (LET12). The students must sign this CONFIRMING OUTCOME OF CREDIT/RPL APPLICATION (LET12) to indicate agreement with the outcomes of CREDIT TRANSFER APPLICATION (FOR25) and a copy is to be kept in the STUDENT ADMIN FILE (FILE_STAD).
 - If the application is granted after the issuance of eCoe, Student Administration must adjust the student's eCoE through PRISMS to reflect any reduction in the period of study the student is enrolled. The copy of the new eCoe must be sent to the student
- 2.4 Any CREDIT TRANSFER APPLICATION that has been approved will be recorded in the student administration file, training plan and Student Management System (SMS) and SVTS
- 2.5 All Credit Transfer documentation and its outcome are to be kept in the student's file
- 2.6 If the student is dissatisfied with the decision of SCEI, the student may appeal following SCEI's Complaints and Appeal Policy and Procedure (PP11).

Review

This Policy and Procedure will be reviewed annually in line with the SCEI Continuous Improvement Plan