

## PP15 CREDIT TRANSFER POLICY AND PROCEDURE

### PURPOSE

This policy and procedure sets out SCEI's processes for granting credit transfer that contributes towards satisfying the requirements for an AQF qualification.

### 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.

### DEFINITIONS

Certification documentation	Certification documentation is the set of official documents that confirms that a qualification has been completed and awarded to an individual
Course of Study	A structured program of education consisting of one or more VET units of study leading to and AQF award
Credit	Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.
Credit Transfer	Process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications
eCoE	electronic Confirmation of Enrolment
International student	A person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations.
PRISMS	The Provider Registration and International Student Management System (PRISMS) is the system used to process information given to the Secretary of DEST by registered providers.
Qualification	An AQF qualification endorsed in a Training Package or accredited in a VET accredited course
Recognition of Prior Learning	An assessment process that assesses an individual's non-formal and formal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification
SCEI	Southern Cross Education Institute
Student	Active, on-campus student with a current course of enrolment with Southern Cross Education Institute. Includes a person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations

### POLICY

The policy principles are to:

1. provide students with credit towards completing their course of study based on prior learning, where it can be demonstrated that the prior learning and outcomes achieved satisfy the learning outcomes and any other required components of their course of study
2. assist students who have been granted credit to progress through their course in less than the usual duration of the course
3. recognise learning regardless of how, when and where it was acquired, provided that the learning is relevant and current and satisfies the learning outcomes of the course of study
4. report to the Department of Immigration and Border Protection via PRISMS any changes to course duration that occur from granting a course credit for International students
5. provide a credit transfer process that is evidence based, equitable, transparent and applied consistently and fairly for all students
6. allow for credit outcomes to be used to meet pre-requisites or entry requirements into a course of study leading to a qualification or for partial credit of the requirements of a qualification

## PROCEDURE

### 1. Application

- 1.1. All prospective 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.
- 1.2. Applications for credit transfer must be completed on the FOR25 Credit Transfer Application form.
- 1.3. The application must be accompanied by certified copies of certification documentation. These documents must indicate the code and title of the units of competency, date of completion and result.
- 1.4. All applications are to be submitted to Student Administration.
- 1.5. International Students must apply for credit transfer upon enrolment but no later than the 2nd week of the first term of study in their enrolled course.
- 1.6. Local students may apply for credit transfer upon enrolment or at any time but must be applied for prior to the unit of competency they are seeking credit for has commenced delivery.

### 2. Processing Applications

- 2.1. All credit transfer applications and supporting evidence will be provided to the Campus or Training Manager for consideration. The Campus or Training Manager may delegate the review of the application to the relevance Course Coordinator or Trainer/Assessor.
- 2.2. Applications for credit transfer will be assessed on the evidence provided and in accordance to the principles of assessment and rules of evidence.
- 2.3. Students will be advised of the outcome of their application within 14 days of their application being received by Student Administration.

### 3. Outcome of Application

- 3.1. Once the Assessor has assessed the application, they must record the outcome on the FOR25 Credit Transfer Application form and submit to the Campus or Training Manager.
- 3.2. The Campus or Training Manager is to inform the student of the outcome by completing LET12 Confirming Outcome of Credit/RPL letter. The letter will be posted and emailed to the student and a copy retained in the Student Administration File.
- 3.3. Upon receipt of the LET12 Confirming Outcome of Credit/RPL letter, the student must sign the letter to indicate they have received it and acknowledge the outcome.
- 3.4. The student must return the signed letter to Student Administration, where Student Administration will:
  - 3.4.1. File the letter in the Student Administration File
  - 3.4.2. Upload a copy to the Student Management System
  - 3.4.3. Record the granted credit in the Students Management System as an Outcome 60 against the relevant unit/s of competency for the student
  - 3.4.4. Print a new training plan, with the credits and amended course duration, for the student and Campus or Training Manager to sign. A copy of the new training plan is kept in the Student Administration file and the uploaded to the Student Management System.
- 3.5. All documentation related to the credit transfer application, processing and outcome must be kept in the Student Administration file and the uploaded to the Student Management System.
- 3.6. If the application for credit transfer is denied, the LET12 Confirming Outcome of Credit/RPL application must include the reasons for not granting credit.
- 3.7. If the student is dissatisfied with the decision of SCEI, the student may appeal following SCEI's PP11 Complaints and Appeal Policy and Procedure.

### 4. International Students

- 4.1. A full time study load must be maintained by adjusting the student's course schedule and duration for completion of the course of study.
- 4.2. If the credit transfer is granted before the student visa has been granted the Enrolment Officer will record the refined course duration in the eCoE issued for the student
- 4.3. If the credit transfer has been granted after the student has been issued a student visa, and it will reduce the course duration, the Enrolment Officer will record a change to the course duration in PRISMS, cancel the original eCoE and issue a new eCoE

- 4.4. If the credit transfer has been granted after the student has been issued a student visa, and it will not affect the course duration, the Enrolment Officer will notify Student Administration to have the student's file updated with the course credit.
- 4.5. There will be no reduction in student tuition fees for credit transfers being granted for international students.

#### RELATED DOCUMENTS

FOR25 Credit Transfer Application form  
LET12 Confirming Outcome of Credit/RPL application  
PP04 Enrolment Policy and Procedure  
PP11 Complaints and Appeals Policy and Procedure  
PP77 Assessment Policy and Procedure  
PP80 RPL Policy and Procedure

#### LEGISLATIVE CONTEXT

Australian Qualifications Framework  
ASQA General Direction: Retention requirements for completed student assessment items 2013  
National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007; Standard 12  
Standards for Registered Training Organisations (RTOs) 2015; Standard 2, Clause 2.1  
2017 Standard VET Funding Contract Skills First Program; Clause 5 and Clauses 5, 7 and 11 of Schedule 1#

#### RESPONSIBILITIES

The Campus, Training and Student Administration Managers are responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

Enrolment Officer must abide by this policy and procedure in receiving and processing granted credit for international students.

All trainers and assessors must abide by this policy and procedure when discussing or processing credit transfer applications.

<b>Author</b>	Compliance Manager
<b>Approved by</b>	Chief Executive Officer
<b>Effective date</b>	9 January 2017
<b>Version</b>	v7.0
<b>Review date</b>	January 2019