PP15
Credit transfer policy and procedure

PURPOSE

The objective of the Credit Transfer Policy is to ensure that an individual's prior learning achieved through formal training is appropriately recognised. This policy and the corresponding procedure provides a process for assessing and recognising credit transfers and granting and recording of the subsequent course credits, whilst preserving the integrity of the award and complying with the underpinning requirements of the course/award to which it applies. This policy and procedure sets out SCEI's processes for granting credit transfers that contribute towards satisfying the requirements for an AQF qualification.

SCOPE

Applicants, whether they are current or prospective students, will be offered an outcome to meet their specific circumstances within Southern Cross Education Institute's Scope of Registration, subject to the fees and charges outlined below (subject to change and review annually).

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 Transfer	A process of the RTO accepting and acknowledging credit for units of competency that are: ● AQF certification documentation issued by another RTO ● AQF authorised issuing organisation such as University ● Authenticated VET transcripts issued by a Registrar
Formal learning	Any learning that occurs place through a structured program of instruction and is linked to the attainment of a formal qualification or award, such as certificates, diplomas or higher education degree
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

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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 Australian Government Department of Education 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 Training and/or Course Coordinator for consideration. The Training and/or Course Coordinator may delegate the review of the application to the relevant Trainer/Assessor.

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2.2. Applications for credit transfer will be assessed on the evidence provided and in accordance with 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 Administration Manager.

3.2. The Administration 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 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 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 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.

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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 Providers of Education and Training to Overseas Students 2018
- Standards for Registered Training Organisations (RTOs) 2015; Standard 1, Clause 1.8, 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 Training Manager, Student Administration Managers and Course Coordinators 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 Officers 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.

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