

PP15

CREDIT TRANSFER POLICY AND PROCEDURE

PURPOSE

Southern Cross education Institute (SCEI) is committed to providing up to date and relevant information regarding Credit Transfer (CT) to all Students prior to enrolment and whilst enrolled with SCEI. The objective of the Credit Policy is to ensure that an individual's prior learning achieved through formal training is appropriately recognised. This policy and the corresponding procedure provide a process for assessing and recognition 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 set out SCEI's processes for granting credit transfer that contributes towards satisfying the requirements for an AQF qualification.

SCOPE

This policy applies to all prospective and current students.

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: <ul style="list-style-type: none"> · 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
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
National Code	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

POLICY

SCEI:

1. provides students with credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes from previous studies
2. provides credit for that unit or module where a student provides suitable evidence that they have successfully completed a unit or module at any RTO. In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process
3. is not obliged however to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs.
4. Note that providing credit for previous studies is not a Recognition of Prior Learning (RPL) process. RPL is a form of assessment of the competence of a person, while providing credit is recognising the equivalence of studies previously undertaken and completed successfully. For more information please refer to PP80 - RPL Policy and Procedures.
5. approach to the approving a CT application will not unfairly advantage or disadvantage any prospective or current student. Students must not be required to repeat any unit/s or modules in which they have already been assessed as competent (unless a regulatory or licensing condition e.g., industry licensing scheme requires this.

6. A student will be required to provide evidence of attainment of relevant units of competency required for their Credit Transfer application and these results are verified
7. CT can be granted for

- a. Unit/s of competency with the same unit code and unit title
 - b. Superseded and equivalent unit/s of competency
8. Lists on the CT form the superseded and equivalent units of competency available for CT toward a new unit of competency. For CT to be granted the unit must be deemed equivalent as published on the National Training Register www.training.gov.au.
 9. Providing CT for units superseded (and equivalent) more than once is at management discretion and this is reflected by the units listed on the CT form.
 10. If a superseded unit is deemed 'non-equivalent' on the National Training Register, SCEI will be unable to grant a CT and the superseded unit will not be included on the CT form. In these cases, the student will be directed to apply for RPL.
 11. SCEI are unable to provide Credit Transfer for Units of competency listed as Deleted on the National Training Register www.training.gov.au

PROCEDURE

1. Application

- 1.1. All prospective students are made aware either in print or electronic form (Application to Study Form as well 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. This form guides the Credit Transfer process.
- 1.3. CT will only be issued when the Student's enrolment includes at least one other unit of competence; students cannot enrol only for CT
- 1.4. The application must be accompanied by certified copies of certification documentation. These documents.
- 1.5. Students who wish to apply for CT must provide verifiable evidence of their results for Credit Transfer. These include:
 - 1.5.1. an original or a certified Certificate/Statement of Results or Statement of Attainment (must indicate the code and title of the units of competency, date of completion and result); or
 - 1.5.2. students who have completed their studies from 2015 onwards can give access to SCEI to view their transcript of results via the USI Portal. This can be done by following the USI registry instructions: [Giving permission to my training organisation](#)
- 1.6. All applications are to be submitted to Student Administration.
- 1.7. 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.
- 1.8. Local students may apply for credit transfer upon either the Pre-Training review or 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. Verification of Documents

- 2.1. By signing the FOR25 Credit Transfer Application form the student gives a permission in order for SCEI to verify their qualification or statement of attainment.
- 2.2. Under special circumstances where SCEI is not able to verify the copies with the issuing provider, other options will be considered by SCEI.

3. Processing Applications

- 3.1. 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 relevance Trainer/Assessor.
- 3.2. Applications for credit transfer will be assessed on the evidence provided and in accordance with the principles of assessment and rules of evidence.
- 3.3. Students will be advised of the outcome of their application within 14 days of their application being received by Student Administration.

4. Outcome of Application

- 4.1. 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.
- 4.2. The Administration Manager is to inform the student of the outcome by completing LET12 Confirming Outcome of Credit/RPL letter. The letter will be emailed to the student and a copy retained in the Student Administration File.
- 4.3. In many cases, this will reduce their study duration time. Fee for Service Students will also have their Tuition Fees reduced by the cost of the units of competency for which they have been provided CT.
- 4.4. 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.
- 4.5. The student must return the signed letter to Student Administration, where Student Administration will:
 - 4.5.1. File the letter in the Student Administration File
 - 4.5.2. Upload a copy to the Student Management System
 - 4.5.3. Record granted credit in the Students Management System as an Outcome 60 against the relevant unit/s of competency for the student
 - 4.5.4. 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.
- 4.6. 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.
- 4.7. If the application for credit transfer is denied, the LET12 Confirming Outcome of Credit/RPL application must include the reasons for not granting credit.
- 4.8. If the student is dissatisfied with the decision of SCEI, the student may appeal following SCEI's PP11 Complaints and Appeal Policy and Procedure.

5. International Students

- 5.1. A full time study load must be maintained by adjusting the student's course schedule and duration for completion of the course of study.
- 5.2. 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
- 5.3. 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
- 5.4. 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.

6. Fees

- 6.1. There are no fees associated with applying for a CT. For those Students applying for CTs their enrolment fee will be calculated based on the number of CT's units being applied for.
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6.3. Fee for Service Students will have their Tuition Fees reduced by the cost of the units of competency for which they have been provided CT

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 Marketing 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 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

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