



# COURSE CREDIT CREDIT TRANSFER

**Reference:**

**Standard 3 Clause 3.5 Credit Transfer**

**National Code Standard 12 Course Credit**



## VERSION HISTORY

<b>Policy Owner:</b>		CEO
<b>Document Management:</b>		RTO Manager
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V2.1	May 2017	Edits for roles in RTO and update to National Code 2017
V2.0	September 2016	Quality assurance check across documents with reference to ASQA fact sheets and ESOS Act changes & Explanatory guide
v1.0	July 2016	New standards for RTO's 2015

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# COURSE CREDIT



## PURPOSE

Australian Massage and Beauty Institute is a registered training organisation (RTO) and approved CRICOS provider.

The Institute undertakes to meet the requirements on the National Code Standard 12 – Course Credit.

As stated in the following policy and processes, course credit will affect the international students course duration and the offer of a place and visa will be affected. This can happen before or after the course commences and will be handled in different administrative arrangements.

Course credit procedures are addressed here and the related course duration and visa matters are covered in the separate policy on completion within the expected duration of study. (National Code Standard 9).

Course credit is relevant where International students transfer in or out of the Institute. This is covered in the separate policy on Overseas Students Transfer between Registered Providers (National Code 7).

## Reference

NC Standard 12	Course credit
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## Implementation

The **CEO** is responsible for policy and implementation decisions.

The **RTO Manager** is responsible for marketing and supervises the **course advisors** and marketing teams and monitors **education agents**

The **RTO Manager** is responsible for the **office staff** handling enquiries, pre-enrolment and enrolment administration.

The **RTO Manager** is responsible for ensuring the RTO implements recognition and credit policy and procedures. Where this has an impact of expected duration of study for an international student, this must be followed through as required in the National Code.

Where this has an impact of expected duration of study for an international student, this must be followed through as required in the National Code.

## PROCESS

See the following policy on **credit transfer**

See the National Code policy on **completion within the expected duration of study**.

# CREDIT TRANSFER



## PURPOSE

Australian Massage and Beauty Institute undertakes to provide credit transfer to all students. This means the Institute will recognise the qualifications and statements of attainment issued by other RTO's or AQF issuing organisations (such as universities) or the USI Registrar.

### Definition:

**Credit Transfer** is a credentialing 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 or units of competency. These are usually issued by other RTO's.

This policy and the credit transfer application processes will be communicated on the website and understood by relevant managers, administration and trainers and assessors.

### Reference

<b>Standard 3</b>	Clause 3.5 Credit transfer – a credentialing process
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## Implementation

The **CEO** is responsible for policy and implementation decisions.

The **RTO Manager** is responsible for the **office staff** handling enquiries, pre-enrolment and enrolment administration.

The **Administration staff** under supervision, will process the approved credit transfer in student records and databases and reporting.

The **RTO Manager** is responsible for ensuring the RTO implements credit transfer policy and procedures. Where this has an impact of expected duration of study for an international student, this must be implemented as required in the National Code.

The credit transfer arrangements will arise where there are requests for transfer in from another provider.



## PROCESS

### **Marketing material –Handbook**

The website and Pre-enrolment Information including the Handbook and will include “non-technical” explanations of CT Credit Transfer and how this can be followed up by the individual on the enrolment form and through student services.

We will give examples of likely Credit Transfer such as:

- Credit transfer where the overseas student requests a transfer into our Institute from another provider.
- Credit for units from a lower level qualification that are required in a higher-level qualification – such as Certificate IV in Massage Therapy then Diploma of Remedial Massage
- Credit for units from a qualification that can be used as electives in another qualification.

### **Marketing material – Course information**

The course specific information on the website and print material will provide details of the course and units and again state that credit transfer (CT) is available and this can be followed up by the individual on the enrolment form and through student services

### **Enrolment form or Offer Letter**

The enrolment form will include a tick box where the applicant can indicate s/he wants to apply for RPL and/or credit transfer (CT). The standard fees are paid and the student services follow up with the applicant.

### **For overseas students - decisions may need to be made prior to the letter of offer and confirmation of enrolment (CoE)**

Credit transfer will affect the duration of the course and the expected study load. Therefore, where the application has been made prior to confirmation of the course, the credentialing assessment may need to be undertaken. This will be on a case by case basis.

The student will be provided with the confirmation of the CT decision in writing which must be signed and accepted by the student in writing.

### **At Course Induction**

Credit Transfer will be explained again at the commencement of the course with steps to follow. Induction includes a signed confirmation form that mentions Credit Transfer and is signed and files for each student.

### **The Credit Transfer Credentialing Process**

Credit transfer is a limited credentialing decision process and not the same process as Recognition (as RPL or RCC) where a range of evidence and an assessment decision is required.

Credit transfer allows for full recognition or “advanced standing” for units of competency in a qualification based on identified equivalence.

Credit transfer does not involve an assessment process between the Assessor and the student.

### **For overseas students – The CT decisions made AFTER commencement of the course or on transfer from another provider will affect the study load and student visa.**

Where credit transfer is applied for as part of a transfer from another provider or within the Institute but AFTER commencement of the course, this will affect the duration of the course and the expected study load. This will be on a case by case basis. See the Duration and Expected Study Load Policy.



Credit transfer can be administered by administration staff who are trained in this policy and procedure. Administration staff will be managing the USI data as well so they go together.

The RTO Manager will read and interpret Qualification rules and provide advice on equivalence from references.

The RTO Manager will provide informed written and verbal advice to administration if necessary and make consistent credentialing decisions for CT on behalf of the Institute.

The RTO Manager will have the expertise to verify the details and authenticity of the copies of certificates and results issued by other RTO's and navigate the training.gov.au website and USI registry for details. The RTO Manager will communicate with the other RTO if this is considered necessary. The RTO Manager will manage the necessary changes to the AVETMISS software to input the correct candidate CT application information and generate results and certificates.

**For overseas students – The CT decisions will affect the study load and student visa.**

Where credit transfer is applied for as a transfer from another provider or at the Institute AFTER commencement of the course, this will affect the duration of the course and the expected study load. This will be on a case by case basis.

**See the Duration and Expected Study Load Policy.**

**See the Transfer Policy**

The student will be provided with the confirmation of the CT decision in writing.

The student's visa duration may require changes. A new letter of offer, agreement and CoE will be issued.

The tuition fees will be changed as a result of exemptions gained through credit transfer.

**Professional development for Student Services staff and Assessors**

The RTO Manager will monitor the need for professional development concerning the recognition model and our procedures and will provide staff with appropriate training.



## Credit Transfer Procedure:

Prior to sign off on a Credit Transfer the following conditions must apply and will be checked by the RTO Manager. See the specific mapping and equivalence tables pre-prepared for the particular units and qualifications where there is a superseded and replacement qualification.

Issue /verification	Explanation	Decision check
<b>Is the CT request from a current or expired Training package &amp; qualification or unit</b>	Credit transfer is offered for current and relevant qualifications on the Institute's scope. Where the CT application is from an expired qualification, currency must be taken into consideration. As the date of issue gets further out, the CT decision becomes more complex. We refer to ISC guidance for the Course	Current TP & Qual or AC – OK Expired TP & Qual or AC - If less than 5 years – YES give credit transfer. Longer than 5 years – internal policy is to discuss RPL.
<b>Does the CT request meet the packaging rules</b>	Is the CT for a core or listed elective in the packaging rules? OK. If the rules allow electives from another AQF level, or qualification or Training Package will the CT request still meet rules? We set conservative internal policy based on rules.	Core and listed electives – OK. Lower or higher AQF level elective – OK Imported elective – Case by case decision.
<b>Does the CT request meet the Rules – vocational outcome ("job role" )</b>	Confirm the intended "vocational outcome" in the qualification and the requested CT units are appropriate and relevant to the vocational outcome for a worker- called "job roles"	Does the CT unit align to the candidate's job and the job roles in the qual – YES – OK NO – Refuse
<b>Is the CT request affected by the Code version changes- equivalence</b>	Units proposed as CT are "same" unit title with an old version codes. ( A, B,C at the end of the unit code). Use the TGA website - equivalence tables in the CURRENT training package to check on equivalence. Decision to confirm CT for the unit with the old code will depend on notes in the TGA mapping and equivalence table.	FULL equivalence - OK PARTIAL equivalence – CT decision will depend on the detail. –NOT OK Could be RPL NOT equivalent – No CT This means it is an RPL process not CT.
<b>Our RTO does not have the requested unit on its scope **</b>	Our RTO does NOT need the unit to be on its scope where it issues unit as a CREDIT TRANSFER. This is the only situation where we can issue something not approved on our scope.	If unit is relevant and appropriate, the Manager can still sign off as CT. Record of results and transcript MUST show as CT
<b>Does the CT request have an RTO ID and True record of units achieved</b>	Always undertake a certain level of checking on the authenticity of the certificates produced from another RTO or TAFE or other or USI Registry Check RTO is listed on TGA. Check address, number and signature of certificate against RTO contacts. Verify the qualification is/has been on scope of registration. Copies signed by a JP?	Go on the <a href="http://www.training.gov.au">www.training.gov.au</a> website to search for the Institute and scope of registration. Current or expired RTO is acceptable. Ask student for USI
<b>Results – show CT on transcript</b>	AVETMISS and Transcript must show CT. If we show C= competent, it assumes that: RTO has assessed something on scope (not correct)	Credit transfer is shown as CT in the transcript of results.