



Skilled Up Institute

unfold your career

RTO Number: 40471 | CRICOS Code: 03666M

Credit Transfer Policy and Procedure

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Credit Transfer/RPL Policy

1. Purpose

This policy establishes principles and processes credit transfer to students who willing to studying VET course with Skilled Up. It allows Skilled Up Pty Ltd Trading as Skilled Up Institute (SUI) as the registered provider to meet its obligations under

Statutory and regulatory compliance

- Standards for RTOs 2015
 - Standard 3 Clause 3.5
 - National Code 2018
 - National Code Standard 2.3-2.5
- 1.0 This policy and Procedure ensure Skilled Up Pty Ltd T/A Skilled Up Institute (SUI) meets the requirements of:
Standards for Registered Training Organisations 2015;
- The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by;
 - AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or authenticated VET transcripts issued by the Registrar and;

2. Scope

1. The RTO Manager is responsible for the implementation of this policy and procedure to ensure that staff are aware of its application and implement its requirements
2. Credit of prior studies is limited to outcomes that are drawn from the national skills framework being units of competence awarded and accurately identified in statements of attainment and qualifications
3. Recognition of Prior Learning (RPL) for those students who got the experience in the field and able to provide the evidence to recognise their prior knowledge and skill.
4. The objective of this policy is to ensure that all students' academic accomplishments are recognised in accordance with legislative and regulatory requirements

3. Policy

- 3.1. Skilled Up Institute (SUI) implements an advanced standing process that ensures that recognition of student prior learning and any completion of the prior study in Australia:

- 3.1.1. Skilled Up Institute (SUI) accepts and provides credit to students for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:
 - 3.1.2. AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or authenticated VET transcripts issued by the USI Registrar.
- 3.2. SUI will not give credit transfer if the statement of attainment showing student already received credit transfer for the unit.
- 3.3. To ensure that SUI offers and assess recognition of prior learning to individual learners
- 3.4. To ensure that SUI offer at least two attempts of re-assessment after student not able to achieve the satisfactory level in his/her first attempt.
- 3.5. To provide reasonable adjustment

4. Definition

4.1 Credit;

If the recognition of learning achieved through formal education and training, Under the Standards for Registered Training Organisations 2015, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTO's.

4.2 Credit Transfer;

A Credit Transfer allows a student to be awarded a credit (exemption) for a unit or units of competency successfully completed in previous studies into their new course of study. Meaning the unit will not need to be re-studied and the exemption of the unit will reduce the study duration of the course

5. Procedure

5.1 The SUI assessment system includes:

Application for Credit Transfer

Applicants (applicants for enrolment or enrolled students) can apply for credit transfer using the "Application for Credit Transfer" form. Applications for credit transfer are made and documents submitted at the reception desk. Applicants will be provided with a copy of this credit transfer policy and a copy of a credit transfer application form.

Applications for credit transfer will be accepted by the applicants at any time. The applicants must submit with their application authenticated detailed supporting documents including course transcripts, unit outlines, certificates, and letters of reference. Applications must be submitted to the Admin Coordinator.

Authenticating documents

The Admission manager is responsible for ensuring that documents provided for the purpose of applying for a credit transfer are authentic. The admission manager will do this by contacting the organisation which issued the document to confirm that it is authentic.

Verifying the Unique Student identifier

All the applicants for credit transfer are required to provide the admission manager with their Unique Student Identifier. The admission manager/Admin coordinator is responsible for verifying the Unique Student identifier. To do this, the Admin Coordinator logs in to the USI website using Skilled Up's AUSKey credentials. The Admin Coordinator provides the USI, name and date of birth provided by the student.

Processing applications for credit transfer

Processed applications will for credit transfer be available for collection by those who have applied for them ten (10) working days after submission of the application. The Admin Coordinator is responsible for ensuring that applicants for credit transfer receive feedback about the outcome of their application. This will be provided at the time the applicant for credit transfer collects the completed and processed application.

Students (and applicants for enrolment) are required to sign the completed and processed application for credit transfer form to formally indicate that they have been given advice regarding the outcome of their application for credit transfer. Processing of applications for credit transfer takes place at no cost to a student or applicant for enrolment.

Assessment of a request for credit transfer

Each application for credit transfer is assessed by an appropriately skilled and qualified assessor under the supervision of the RTO manager. If a student's authenticated statement of attainment or qualification from another RTO indicates that the student has been previously assessed as competent in one or more units of competency of a qualification in which the student is enrolled, then the student will be granted credit transfer for those units of competency.

Signing to acknowledge receiving advice

Applicants for credit transfer must sign to acknowledge that they have received advice about the outcome of their application for credit transfer, and that they understand and accept the outcome of the application for credit transfer. The applicant is required to sign only after the application has been processed and the applicant has received the notification.

Changes to course duration upon granting of credit transfers

If a credit transfer is granted to an overseas applicant for enrolment offshore (i.e. someone who has previously been awarded an AQF qualification or statement(s) of attainment) the course duration is indicated in the CoE issued for that student for that course. Should credit transfer be granted to a student onshore, the change in course duration is reported via the PRISMS system. An overseas student on a student visa who is granted credit transfers must continue to carry a full-time load of study (the required number of hours of class-time per week is not reduced).

Appealing a credit transfer decision

Unsuccessful applicants for credit transfer may apply to have their assessment reviewed. All appeals against credit transfer assessments must be in writing and lodged at the reception counter within twenty working days of the credit transfer assessment outcome being made available to the

applicant. The RTO Manager will determine the outcome of an appeal against a credit transfer application outcome. If an appeal on a credit transfer outcome is allowed, the Admin Coordinator will inform the applicant of the reasons and provide advice regarding any additional information which may be required.

The RTO Manager will appoint a suitably qualified assessor to reassess the application for credit transfer. The original credit transfer application form, together with all supporting materials and documents, assessor notes, and records of interview will be maintained in the hard file of the student by the Admin Coordinator. All documents relating to applications for credit transfer will be placed in the files of students who have applied.

6. Responsibility

- 5.1 The RTO manager is responsible for implementation of this policy
- 5.2 The Administration staff commence the execution of this procedure and the relevant Course Coordinators and Training Manager complete and approve the final aspects of this procedure.

7. Requirements

- 6.1 Credit Transfer information must be included in information given to students prior to enrolment.
- 6.2 All staff must be provided with information about the Credit Transfer application process and assist students in completing application.
- 6.3 Applicants must apply for credit transfers at enrolment time or within 28 days of course commencement and unit commencement
- 6.4 Applicants wishing to apply for a credit transfer must apply using the credit transfer form.
- 6.5 Applicants must present his/her statement of attainment or qualification so the relevant Course Coordinator or Training Manager can assess and map the unit/s presented for credit transfer against the unit/s proposed to be delivered by SUI.
- 6.6 Applicants must provide Original documents or original duplicates documents from the issuing provider
- 6.7 Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework, First Edition, 2011.
- 6.8 Documents will be verified with the issuing RTO if for any reason the North Melbourne College staff member questions the authenticity of the documents
- 6.9 Credit Transfer is different from Recognition of Prior Learning.

8. Method

- 7.1 Applicants applying for Credit(s) must complete the student credit transfer application form, attach a copy of a verified Award or Statement of Attainment and submit the application to the Student Admissions.
- 7.2 Student admissions will forward this information to admission Manager.

- 7.3 The admission manager will check the Award or Statement of Attainment and grant credit(s) for identical units that have been identified as being completed at another Registered Training Organisation.
- 7.4 If credit transfer is being sought for a unit of competence that has a different title or code, then it is necessary to establish the equivalence between the unit held and the unit being sought.
- 7.5 This information can be found in the mapping guide published in the relevant Training Package (Usually volume one or on the Industry Skills Council website).
- 7.6 If the units are not equivalent as indicated by mapping guide, the applicant should will be referred for Recognition of Prior Learning (RPL). (Refer to Recognition to Prior Learning Policy and Procedure
- 7.7 When Skilled Up grants credit transfers, the course duration is reduced. A new course duration will be calculated for the student.
- 7.8 The student will be notified by letter of the granting of the credit transfer/s and new course duration and the student will need to come into the office and sign the credit transfer form in acceptance
- 7.9 Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer must be placed in the student files
- 7.10 The completed Credit Transfer record must be signed by the student and the Training Manager.
- 7.11 Granting of Credit Transfers must be recorded as a unit outcome in the student's file.
- 7.12 Any course duration reduction because of a credit transfer (granted to students) must be indicated on the Confirmation of Enrolment if granted prior to the issue of a visa or on PRISMS if granted after the issue of Visa.

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