

Credit Transfer Procedures

Submission and processing of Credit Transfer Application Form

STEP 1 – Preparation for Assessment

No.	Who	Actions
1.1	Student	a) Student completes the Credit Transfer Application Form b) Student attaches a certified copy of their qualification or Statement of Attainment and other supporting evidence to Credit Transfer Application Form.

STEP 2 – Receiving Credit Transfer submissions for assessment

No.	Who	Actions
2.1	Administration Co-ordinator and Course Co-ordinator	a) Administration Co-ordinator contacts the issuer of the documentation to confirm its authenticity b) Administration Co-ordinator forwards completed CT Form to the Course Co-ordinator, ensuring that certified documents are attached. c) Course Co-ordinator ensures that units of competency or qualifications are of equivalent standing and comply with packaging rules d) Course Co-ordinator ensures that the expiry date of licenses or course specific UOC do not expire before the competition of the qualification or course e) Course Co-ordinator returns documents to Administration Co-ordinator for processing f) Administration Co-ordinator logs the outcomes into the Credit Transfer Register g) Administration Co-ordinator updates Student Management System.

STEP 3 – Administration

No.	Who	Actions
3.1	Administration Co-ordinator and Course Co-ordinator	a) If Credit Transfer is not granted, Administration Co-ordinator remits a written letter to inform the student of the decision outcome. The student is informed of the Appeals Process, should they wish to access it. if b) If Credit Transfer is granted, the Course Co-ordinator reviews the student's Training Plan to ensure a full-time load is maintained and details of this check is placed on the student's file. c) Credit Transfer that leads to changes in the duration of the student's course will be managed as follows: <ol style="list-style-type: none"> i. if the course credit is granted before the student's VISA is approved, the Admissions Manager indicates the actual net course duration (as reduced by course credit) in the Confirmation of Enrolment issued for that student for that course, or ii. If the course credit granted reduces the duration of the course, the Administration Co-ordinator records a change of course duration on PRISMS. To do this, the Admissions Manager uses the Student Course Variation function, and indicates that the student has requested a change to the existing enrolment. The Admissions Coordinator chooses 'transfer student into same course' and changes the end date of the course. This process will result in the creation of a new CoE (with the revised end date) and the cancellation of the original CoE. iii. if the course credit granted does not affect the duration of the course, the Administration Co-ordinator will record the course credit in the student's file but does not need to take any other action. iv. SSO files all documents in student file d) Administration Co-ordinator ensures all Credit Transfers are recorded on record of attainment for each student in SMS.

Recognition and Credit Policy: Overseas Students

1 PURPOSE

The objective of the Recognition and Credit Policy is to ensure that an individual's prior learning achieved through formal and informal training, work experience or other life experiences is appropriately recognised. This policy and the corresponding procedure provide a process for assessing and recognition of prior learning and 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. (2.3)

This policy has been developed to satisfy the requirements of The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018' Standard 2.

2 SCOPE

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

3 DEFINITIONS

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
Recognition of Prior Learning	A means to receiving recognition of a competency (or competencies) as a result of any previous learning acquired, regardless of where or how the learning was acquired The RPL assessment process may assess a student's formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.
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
Non-formal learning	Any learning that occurs through a structured program of instructions without resulting in a formal qualification or award

	such as in-house training and business-run professional development or on-the-job training
Informal learning	Any learning results through experience of work-related, social, hobby or community work such as cash handling skills through several years as a treasurer of a club
Course Credit	Any exemption from enrolment and study in a particular part of a course due to Credit Transfer or RPL.

4 POLICY STATEMENT

Students are required to submit the Credit Transfer or RPL Application Kit in order to have the Course Credit formerly assessed.

4.1 ASSESSMENT OF RPL APPLICATIONS:

- 4.1.1 The RPL Policy is consistent with the Access and Equity Policy.
- 4.1.2 Only accredited assessors will conduct RPL assessments on behalf of Fit Education. All RPL assessments are to comply with the requirements detailed in the training product documentation (or as per VET accredited course where applicable)
- 4.1.3 RPL Applications are available from Fit Education’s Administration Co-ordinator. RPL and Credit Transfer options are detailed to prospective student and options during the recruiting pre-enrolment process (see Engagement Prior to Enrolment Policy).
- 4.1.4 The general principle to be observed is that “As the level of risk increases, there should be a corresponding increase in the rigor of the RPL processes”.
- 4.1.5 Fit Education’s Recognition Policy is based on National Assessment Principles.
- 4.1.6 FIT Education’s assessment process will provide for the recognition of prior learning regardless of where this was acquired.

4.2 ASSESSMENT PROCESS REQUIREMENTS

The assessment process will include evidence and consideration of the following:

- Formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package (or VET accredited course where applicable).
- The broad range of skills and knowledge needed to demonstrate competency.
- The integration of knowledge and skills with practical application.
- Judgments to determine an individual's competency, wherever practicable, are based on evidence gathered on a number of occasions and in a variety of contexts or situations, including the validation of evidence.
- Consistency in the interpretation of evidence.
- On and off the job components of training.
- Recognition of competencies no matter how, where or when they have been acquired.
- Equity for all groups or individuals.

- Assessment procedures and the criteria for judging performance will be made clear to all individuals seeking assessment
- Currency, relevance and authenticity of the documents submitted. A referee check will be conducted where required to confirm the authenticity of evidence and conferring institutions be contacted to validate the document/s presented.
- Opportunities to challenge assessment decisions. Provision will be made for reassessment in accordance with the Complaints and Appeals Policy. Information about complaints and appeals processes will be available to student in the International Students Handbook and on the Fit Education Website.

4.3 AQF QUALIFICATION RECOGNITION

- 4.3.1 Fit Education will accept and mutually recognise the decisions and outcomes of any RTO or body in partnership with an RTO, thereby ensuring mutual acceptance throughout Australia of the qualifications and Statements of Attainment awarded by RTOs.
- 4.3.2 Assessors will accept and recognise Statements of Attainment and AQF qualifications gained from other RTO's where Nationally Recognised Training, Australian Qualifications Framework or State logos are justifiably used and competency is determined to be authentic, current and relevant.
- 4.3.3 In the event a client wishes to undertake training in a recognised training program for refresher purposes, then they will be advised that the assessment at the learning level will not be necessary, however, may be offered as an option.
- 4.3.4 Where the recognised AQF qualification forms part of another AQF qualification, the client / stakeholder will be enrolled in the additional units only.
- 4.3.5 Clients / Stakeholders with part AQF qualifications will be required to provide certified documented evidence of their qualifications.
- 4.3.6 An applicant, who has undertaken a course that is not competency based, can gain credit transfer into a competency-based course if the mapping of qualifications can be justified.

4.4 GRANTING OF RECOGNITION AND CREDIT

- 4.4.1 Where RPL or course credit that reduces the overseas student's course length, FIT Education will inform the student of the reduced course duration following granting of RPL . Fit Education will ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course
- 4.4.2 When granting RPL or course credit to an overseas student, Fit Education will provide a letter of notification of the decision to the overseas student to accept and retain. The written record of acceptance will be retained by Fit Education for two years after the overseas student ceases to be an accepted student.
- 4.4.3 Where Credit Transfer or RPL is granted before the issue of a VISA, the course duration will be indicated on the Confirmation of Enrolment (CoE),
- 4.4.4 Where Credit Transfer or RPL is granted after the issue of a VISA, the amended course duration will be reported via PRISMS within 14 working days and a new COE will be issued.

4.5 RECOGNITION FEES

- 4.5.1 The current fees for RPL will be published in FIT Education marketing materials, and on the FIT Education website.

Certificates or Statements of Attainment will not be issued until all fees are paid and the student has a current USI number.

5 RESPONSIBILITIES

The CEO of FIT Education has responsibility for development, review, monitoring, evaluation, implementation and approval of all FIT Education Policies.

6 RELATED LEGISLATION AND REGULATIONS

- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as ‘the National Code 2018’ Standard 2
- Standards Registered Training Organisations (RTOs) 2015 – Standards 3.5, 4.1 and 5.1
- Education Services for Overseas Students Act 2000
- Education Services for Overseas Students Regulations 2001

7 RELATED POLICIES, PROCEDURES AND DOCUMENTS

- Recognition and Credit Procedures
- Formalisation of Enrolment and Written Agreements Policy
- Engagement Prior to Enrolment Policy
- RPL Application Form
- Credit Transfer Application Form
- RPL Register
- Credit Transfer Register
- Letter of Offer and Acceptance of Offer