



Royal International College

RTO POLICY MANUAL

SRTOs 2015 and ESOS National Code 2018

Royal International College

RTO CODE: 46036 | CRICOS CODE: 04153F



Course Credit Policy and Procedure

Policy Context

This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
Codes and Standards	ESOS National Code 2018 – Standard: 2.1.1; 2.3; 2.4; 2.5; Standards for RTOs 2015 – Standard: 1.2:
Legislation or other requirements	National Vocational Education and Training Regulator Act 2012

Purpose

The purpose of this policy and procedure is to have a system in place to ensure RTO complies with the SRTTO 2015 Clause 3.5 which states 'Registered providers must appropriately recognise course credit'.

The policy implements a procedure for RTO to process student applications for course credit and documents results, including student verification of the outcome. It will provide a process that ensures that students receive written verification of the outcome of course credit application and records of this are kept with student files.

Objective

The objective of this policy and procedure is to ensure that RTO;

- Has documented procedures for the granting and recording of course credit.
- Provides a record of the course credit to the student, which must be signed or otherwise, accepted by the student, and filed in the student's file.



- Indicates the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course.

Scope

This policy and procedure is applicable to the following stakeholders:

- RTO Staff
- RTO Students

General Processes

1. Documented procedures

- Policies and procedures for granting and storing credit transfer requests and records
- Student management system procedures and documentation
- File management procedures and documentation

The RTO provides, either prior to enrolment or the commencement of training and assessment, current and accurate information that enables the learner to make informed decisions about undertaking training with the RTO and at a minimum includes the following content:

- the code, title and currency of the training product to which the learner is to be enrolled, as published on the national register
- the training and assessment, and related educational and support services the RTO will provide to the learner including the:
 - i. estimated duration
 - ii. expected locations at which it will be provided
 - iii. expected modes of delivery
 - iv. name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the learner on the RTO's behalf
 - v. any work placement arrangements.



- the RTO's obligations to the learner, including that the RTO is responsible for the quality of the training and assessment in compliance with these standards, and for the issuance of the AQF [Australian Qualifications Framework] certification documentation
- the learner's rights, including:
 - i. details of the RTO's complaints and appeals process required by Standard 6
 - ii. if the RTO, or a third-party delivering training and assessment on its behalf, closes or ceases to deliver any part of the training product that the learner is enrolled in.
- the learner's obligations:
 - i. in relation to the repayment of any debt to be incurred under the VET [Vocational Education and Training] training arising from the provision of services
 - ii. any requirements the RTO requires the learner to meet to enter and successfully complete their chosen training product
 - iii. any materials and equipment that the learner must provide
- information on the implications for the learner of government training entitlements and subsidy arrangements in relation to the delivery of the services, as applicable.

2. Credit Transfer (CT)

The granting of exemption or credit by a Registered Training Organisation (RTO) to students for units of competency completed under accredited training through AQF certification or authenticated VET transcripts authenticated by the registrar.

As per AQF 2nd edition January 2013- Definition of credit transfer: "Credit transfer is a 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." Such as:

1. Unit/module is the same i.e. same code and title



2. Unit/module has been reviewed and this results in minor changes to the unit/module code e.g. B to C. This indicates that the learning outcomes of the unit/module have remained the same.
3. Unit/module has been transferred from another Training Package/curriculum and recoded however the learning outcomes remain the same.





Procedures

	Procedure Steps	Responsibility	Reference
1	Applicants for credit transfer must complete the Credit Transfer Application form, attach a copy of a qualification, Record of Result (Academic Transcript) or Statement of Attainment and submit the application to the RTO Manager or Student Administration.	Trainer/Assessor or Student Administration	
2	The Trainer/Assessor or Student Support Officer must check the qualifications, Statement of Results (Academic Transcript) or Statement of Attainment and grant credit transfers for identical units that have been identified as being completed at another registered provider.	Trainer/Assessor or Student Administration.	
3	Verified copies of Qualifications, Record of Results (Academic Transcript) and Statements of Attainment used as the basis for granting credit transfer/s must be placed in the student files.	Trainer/Assessor or Student Administration.	
4	The student and the Trainer/Assessor or Student Support Officer must sign the completed Credit Transfer record.	Trainer/Assessor or Student Administration.	



5	<p>Granting of credit transfer/s must be recorded as a unit outcome in the student's file/Student Management System.</p> <p>If the RTO grants course credit to an overseas student, the RTO must give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.</p> <p>If the RTO grants the overseas student RPL or course credit that reduces the overseas student's course length, the RTO must:</p> <ul style="list-style-type: none">• inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course• report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.	Trainer/Assessor or Student Administration.	
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6	After credit transfer/s is granted, a student’s course schedule must be reviewed and any reductions in the scheduled attendance and the reasons for the reduction recorded and placed in the student’s file.	Trainer/Assessor or Student Administration.	
7	If possible, a full-time load for the student should be maintained by adjusting a student’s course schedule and duration for completion of the course.	Trainer/Assessor or Student Administration.	

Continuous Improvement

A summary of all course credit related matters and concerns will be presented at the Management Meeting for review. The purpose of this is to ensure management become aware of;

- Common threads relating to the compliance and quality assurance
- Repeat issues
- Any general adverse trends that needs correcting

Confidentiality and Privacy Statement

For more Information, please refer to our Privacy and Confidentiality Policy.

Publication

This policy once approved, will be available to all students and staff by accessing RTO Intranet or on request. This policy will also be available through RTO’s website as well.

This policy and procedure will form part of the information distributed and communicated during staff orientation.

Review processes

The policy will be reviewed annually. The RTO Manager will be the responsible person for this.