Credit of Prior Studies Policy

1.0 Purpose

1.1 To meet the requirements of:

- ASQA's Standards for Registered Training Organisations 2015 - Standard 3 Clause 3.5
- ESOS National Code 2018 Standard 12 – Course Credit

2.0 Scope

2.1 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.

3.0 Objective

3.1 The purpose of this policy is to ensure that students' achievements are appropriately recognised according to legislated and regulatory requirements.

4.0 Definition

4.1 **Credit -** Is the recognition of learning achieved through formal education and training. Under the ASQA's Standards for Registered Training Organisations 2015, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit transfer allows a student to be awarded a unit of competency based on successful completion of the unit which has been previously awarded.

5.0 Responsibility

5.1 The RTO Coordinator is responsible for implementation of this procedure and to ensure that all relevant staff, third parties and students are aware of its application and its requirements are implemented accordingly.

6.0 Requirements

6.1 An applicant will be required to present his or her statement of attainment or qualification for examination by Wattle College.

6.2 These documents will provide the detail of what units of competence the applicant has been previously issued.

6.3 Applicants must provide satisfactory evidence that the statement of attainment or qualification is theirs and that it has been issued by an Australian RTO.

6.4 Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework, First Edition, 2011.

6.5 The applicant is required to submit copies which are verified with the issuing RTO.

6.6 Credit Transfer information must be included in information given to students prior to enrolment

6.7 All staff must be provided with information about the Credit Transfer application process and assist students in completing applications.

6.8 Credit Transfer is different from Recognition of Prior Learning.

7.0 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 the RTO Coordinator.

7.3 The RTO Coordinator must 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 which has a different title or code, then it is necessary to establish the equivalence between the unit held and the unit being sought. In many cases this information can be found in mapping guide published in the relevant Training Package (usually volume one or on the Industry Skills Council website). If the units are not equivalent as indicated by mapping guide, the applicant should be referred for recognition in accordance with Wattle College's Recognition of Prior Learning Policy.

7.5 If Credit(s) are granted by Wattle College, the student will be informed using Credit Transfer Feedback Form accompanied by a formal letter.

7.6 Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer must be placed in the student files

7.7 The completed Credit Transfer record must be signed by the student and the RTO Coordinator

7.8 Granting of Credit(s) must be recorded as a unit outcome in the students file

7.9 After Credit(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.

7.10 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.

7.11 Any course duration reduction as a result of Credit(s) 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 a visa.