



EMPIRE
INSTITUTE OF EDUCATION

National Code 2007

Standard 12

Policy & Procedure



CRICOS: 03476F RTO: 41425



Course Credit

Purpose

The purpose of this procedure is to ensure that the qualifications, Statement of Results (Academic Transcript) and Statements of Attainment issued by any other Registered Providers are recognised and the requirements of the ESOS and the National Code 2007 are met.

Policy

Empire institute of Education (EIE) will implement this policy to ensure an appropriate recognition of Course Credit within the ESOS framework.

Scope

The scope of this policy covers granting Course Credit to students with prior learning or experience, by the RTO Manager of Empire Institute of Education (EIE).

Requirements

The method section defines the procedure used for dealing with applications for Credit Transfer.

The Qualifications, Statement of Results (Academic Transcript) and Statements of Attainment issued by any other Registered Provider must be recognised.

Recognition means that students will be granted exemptions or advanced standing in a course, as a consequence of having completed the same unit/s with another Registered Provider.

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

All staff will be provided with information about the Credit Transfer and will assist students in completing applications.

Credit Transfer is different from Recognition of Prior Learning.

Definitions

Credit Transfer: Exempting a student from enrolling and being assessed in a unit or units because they have been granted recognition for having completed the identical unit or units, at another Registered Provider.

Registered Provider: Registered Training Organisation (RTO), registered in CRICOS.

Procedure

1. Applicants for Credit Transfer must complete the Credit Transfer Application form, attach a copy of a Qualification, Statement of Results (Academic Transcript) or Statement of Attainment and submit the application to the RTO Manager.
2. The RTO Manager 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.
3. Verified copies of Qualifications, Statement of Results (Academic Transcript) and Statements of Attainment that are used as the basis for granting Credit Transfer must be placed in the student files.
4. The student and the RTO Manager must sign the completed Credit Transfer record.



5. Granting of Credit Transfer must be recorded as a unit outcome in the Student File/Student Management System (aXcelerate).
6. After Credit Transfer 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 File.
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.
8. Any course duration reduction as a result of Credit Transfer granted to students must be indicated on:
 - Confirmation of Enrolment, if granted prior to the issue of a Visa, or
 - PRISMS, if granted after the issue of a Visa.



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