VET - Credit Policy & Procedure

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Contents

Purpose

The purpose of this policy and procedure is to outline Pines Learning's approach to ensuring students are provided with credit for units of competency and/or modules where they are evidenced by:

- AQF certification documentation issued by another RTO or AQF authorised issuing organisation such as a university

- Authenticated VET transcripts issued by the Registrar.

This policy and procedure complies with Clause 3.5 of the Standards.

Additionally, Pines Learning is contracted by the Victorian Department of Education and Training to provide funded nationally recognised training to Eligible Individuals under the Skills First Program. This policy and procedure contributes to compliance against the Contract.

Definitions

AQF means Australian Qualifications Framework which can be accessed at http://www.aqf.edu.au/.

Certification document means a Testamur, Statement of Attainment or Record of Results.

Certified Copy means a photocopy of an original which has been certified as a true copy of the original by a person listed in Attachment 4 of the current *Guidelines about Determining Student Eligibility*

Credit means recognition of the previous studies a student has completed for the purpose of reducing the units or modules required to be completed in their currently enrolled program.

Contract means the VET Funding Contract for the Skills First Program issued by the Department.

Course means any nationally recognised qualification, unit of competency, skill set or short course in which a student is enrolled with the RTO.

Department means the Victorian Department of Education and Training

Pre Training Review means the process undertaken between the Training Provider and a prospective Skills First funded student to determine the most suitable and appropriate training for that student

Record of Results is a record of all the units and modules completed and their results that lead to an AQF qualification or VET Accredited Course being issued and is issued alongside an AQF qualification or Statement of Attainment.

Registrar means the Student Identifiers Registrar.

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Skills First means the Skills First Program funded by the Department.

Skills First Student has the same meaning as Eligible Individual.

SRTOs means the Standards for RTOs 2015 – refer definition of 'Standards'.

Standards means the Standards for Registered Training Organisations (RTOs) 2015 of the VET Quality Framework which can be accessed from www.asqa.gov.au.

Statement of Attainment confirms that one or more nationally recognised units or modules has been achieved by an individual but is only used where there has been partial completion of a qualification or VET accredited course.

Testamur is an official certification document that confirms that an AQF qualification has been awarded to an individual. This may be called an 'award', 'qualification' 'parchment', or 'certificate'.

Training Plan means the specific document created by the RTO for each Eligible Individual which communicates the Eligible Individual's enrolment, expected hours of engagement and all other requirements detailed in Schedule 1 of the VET Funding Contract.

Policy

1. **Application for Credit**

   - All students will be offered the opportunity to apply for credit for previously completed studies. Students can apply for Credit by completing a *Credit Application Form* at their Pre-Training Review and providing relevant supporting documents, including certified copies of transcripts. This may include VET transcripts or extracts issued by the Student Identifiers Registrar.

   - All evidence provided as part of an application for Credit will be authenticated by Pines Learning by contacting the issuing organisation to confirm the details provided on the document are valid. In the case of transcripts issued by the USI Registrar, documents will be authenticated through the USI Registry System.

   - Pines Learning will not require any student to repeat any unit or module which they have already been assessed as Competent unless there is a license condition or regulatory requirement that requires this.

   - If the student has had a name change since the testamur was issued then they are required to provide evidence of the name change (eg marriage certificate)

2. **Assessing Credit**

   - Where a student provides authenticated evidence of units or modules issued by another RTO or authorised issuing organisation, Pines Learning will provide Credit for that unit or module where it is a unit listed in the student's course of enrolment with Pines Learning.

   - Where the evidence provided by the student is for a superseded equivalent unit of competency, an RTO can grant credit for that unit without needing to map outcomes (ASQA 30/6/2022)

   - Where evidence has been provided of previous study being completed at another RTO, university or other authorised issuing organisation, but the unit or module is not listed in the student's course of enrolment with Pines Learning an analysis as to the equivalence of the study completed with the units in the student's enrolment with Pines Learning will be undertaken.

3. **Credit application outcomes**

   - Students will be advised of the outcome of their Credit application in writing.

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- Where there are significant Credits granted, this may result in a reduction of the Course fees which will be advised at the same time.

- Credits will be recorded on the Training Plan for Skills First Students.

- The result of Credit Transfer will be recorded for any relevant units on the student management system VETtrak.

- Students may appeal the decisions made about their Credit application by following *Pines Learning's Complaints and Appeals Policy and Procedure.*

Procedure

1. Issuing and recording Credit

Procedure	Responsibility
A. Applications for Credit • Students will be offered the opportunity to apply for Credit as part of the enrolment process. For Skills First Students, this must occur as part of the Pre-Training Review. • To apply for credit, a student should fill in the *Credit Application Form* and supply certified copies of their relevant transcripts. • Applications that do not include certified documents should be returned to the student, unless originals of the copies can be verified by an RTO staff member.	VET manager/Coordinator

B. Review Credit application
 	
• Transcripts should be reviewed for their authenticity. Consider:
 	
   – Does the transcript include the expected information on an AQF Certification document such as name of institution, code, full name of student, name and codes of units completed?
 	
   – Has the copy been certified?
 	
• Are the units/modules previously studied relevant to the student's current enrolment? If not, the Credit Application does not need to be progressed further and the student can be advised that they were not granted any Credits.
 	
• Where units are relevant, contact the issuing institutions to confirm the authenticity of the transcripts.
 	
• Where there is a direct unit match by code and title, a Credit can be issued.
 	
• Where previously completed studies are deemed equivalent by the Training Package to a unit in the student's enrolment (refer to Training Package), a Credit can also be granted for those relevant units.
 	
• Where previously completed studies are relevant/ similar to a unit in the student's enrolment, the content of the completed units/modules must be analysed to identify whether the outcomes are equivalent to any units/modules in the student's course. This may be assessed by reviewing the
	Coordinator/VET manager

Procedure	Responsibility
content of the unit/module which may be accessed through the university or the student may be asked to provide further information if required. • Where equivalent outcomes are identified, a Credit can be issued. The reason for the Credits issued should be documented on the Credit Application.	
C. Assess impact on fees (FFS and funded students) • Where 3 or more Credits have been granted, thus reducing the amount of training and assessment to be provided, review the cost of the course and work out if total course fees can be reduced (where applicable). • For Skills First Students, the tuition fee per nominal hour should not be applied to any units that have been awarded as Credit.	VET Manager/
D. Notify student of Credit outcome • Once credits have been determined, notify the student of the outcome of their Credit application in writing. • Where an application for Credit has been rejected or has resulted in no Credits being issued, provide an explanation to the student as to the reasons for the outcome.	Coordinator
E. Record the Credits granted • Keep records of all documents used in the assessment of a Credit Application in the student's file. • For Skills First students, record the Credit against any relevant units on the student's Training Plan. • Record the Credit result against the relevant units in the student management system.	Coordinator/IMO

Document Control

Version	Date	Reason for Change	Prepared by	Approved by
1.9	March 2021		Compliance Manager	General Manager
1.10	July 2022	Updated for 2022 Skills First contract changes	External Consultant	