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## Purpose

The purpose of this policy and procedure is to ensure that Everest Institute of Education (Ei) accepts and provides credit to learners for units of competency and/or modules where they are evidenced by:

- AQF certification documentation issued by another RTO of AQF authorised issuing organisation such as a university
- Authenticated VET transcripts issued by the Registrar.

This policy and procedure comply with Clause 1.12 and 3.5 of the Standards of Registered Training Organisations 2015.

## Definitions

**AQF qualification** means an AQF qualification type endorsed in a training package or accredited in a VET accredited course and which can be accessed at <http://www.aqf.edu.au/>.

**AQF certification documentation** is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.

**Australian Qualifications Framework (AQF)** means the framework for regulated qualifications in the Australian education and training system, as agreed by the Commonwealth, State and Territory ministerial council with responsibility for higher education.

**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

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

**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.

**PRISMS** mean Provider Registration and International Students Management System

**Nationally Recognised Training (NRT) Logo** means the logo used nationally to signify training packages and VET accredited courses.

**Recognition of Prior Learning (RPL)** means an assessment process that assesses the competency/s of an individual that may have been acquired through 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.

1. formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);

2. non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and
3. informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

**Standards** means the Standards for Registered Training Organisations (RTOs) 2015 from the VET Quality Framework

**Statement of attainment** means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

**Training Product** means AQF qualification, skill set, unit of competency, accredited short course and module.

**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'

### Policy

1. Everest Institute of Education (Ei) will not require any student to repeat any unit which they have already been assessed as Competent unless there is a license condition or regulatory requirement that requires this.
2. All students will be offered the opportunity to apply for credit for previously completed studies during the enrolment process. Credit can be accessed by a student by completing the Credit Application Form and submitting relevant supporting documents.
3. Where a student can provide copy of AQF certification documentation issued by another RTO or authorised issuing organisation, Everest Institute of Education (Ei) will provide credit for that unit.
4. Where evidence has been provided of previous study being completed at another RTO, university or other authorised issuing organisation, an analysis as to the equivalence of study completed with the relevant units in the student's enrolment with Everest Institute of Education (Ei) will be undertaken.
5. All evidence provided as part of an application for Credit will be authenticated by contacting the organisation that issued relevant documents to confirm the content is valid.
6. Credit will not be issued where there is a licensing or regulatory requirement that restricts the issuing of Credit.
7. Students will be advised of the outcome of the Credit Application in writing. Where credit is applied for and approved at the time of application, the course credit will be written into the student's letter of offer and written agreement. This may result in a reduction of the Course fees.
8. Where credit is provided after the acceptance of a place in a course or on commencement of studies and the credit will affect the duration of studies, this is recorded in PRISMS and a new CoE created.
9. Where there is significant Credit granted, this may result in a reduction of the Course fees which will be advised at the same time.

**Procedure**

**1. Issuing Credit**

Procedure	Responsibility
<p><b>A. Applications for Credit</b></p> <ul style="list-style-type: none"> <li>Students will be offered the opportunity to apply for Credit as part of the enrolment process.</li> <li>To apply for credit, a student should fill in <i>Credit Application Form</i> and supply certified copies of their relevant transcripts.</li> <li>Applications that do not include certified documents should be returned to the student, unless originals of the copies are certified by an RTO staff member.</li> </ul>	<p>Student Administration Team</p>
<p><b>B. Review Credit application</b></p> <ul style="list-style-type: none"> <li>Transcripts should be reviewed for their authenticity. Consider: <ul style="list-style-type: none"> <li>Does the transcript include the expected information on an AQF Certification document such as name of institution, RTO code, full name of student, name and codes of units completed?</li> <li>Has the copy been certified?</li> </ul> </li> <li>Are the units 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.</li> <li>Where units are relevant, contact the issuing institutions to confirm the authenticity of the transcripts or authenticate the information by directly accessing the USI transcript online.</li> <li>Where there is a direct unit match by code and title, a Credit can be issued.</li> <li>Where previously completed studies are deemed equivalent by the Training Package to a unit in the student's enrolment, a Credit can also be granted for those relevant units.</li> <li>Where previously completed studies are relevant/ similar to a unit in the student's enrolment, the content of the completed units must be analysed to identify whether the outcomes are equivalent to any units in the student's course. This may be assessed by reviewing the content of the unit which may be accessed through the university or the student may be asked to provide further information if required.</li> <li>Where equivalent outcomes are identified, a Credit can be issued. The reason for the Credits issued should be documented on the Credit Application.</li> </ul>	<p>Student Administration Team General Manager</p>
<p><b>C. Notify student of Credit outcome</b></p> <ul style="list-style-type: none"> <li>Once credits have been determined, notify the student of the outcome of their Credit Application in writing.</li> <li>Where more Credits have been granted, review the cost of the course and advise the student of the reduced course fees and course duration and acceptance of credit and issuing of CoE when credit is awarded.</li> </ul>	<p>Student Administration Team General Manager</p>

Procedure	Responsibility
<p><b>D. Keep records of Credits granted</b></p> <ul style="list-style-type: none"> <li>Place records of all documents used in the assessment of a Credit Application in the student's file.</li> </ul>	<p>Student Administration Team</p>

### Document Control

<b>Document No. &amp; Name:</b>	SC12-I - Credit P&P
<b>Quality Area:</b>	SC Students & Clients
<b>Author:</b>	Everest Institute
<b>Status:</b>	Active
<b>Approved By:</b>	CEO/Director
<b>Approval Date:</b>	Nov 2023
<b>Standards:</b>	Clause 1.2 and Clause 3.5, Standards of Registered Training Organisations 2015