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Course Credit Policy

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1. Governing Standard

- Standards for RTO's 2015: Standard 1.8, 3,
- National Code 2018: Standard 2: Recruitment of an Overseas Student.

2. Scope

This policy outlines the process for application for Credit Transfer and is applicable to all enrolling prospective students.

3. Definitions

Course Credit: is defined as exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning.

Credit Transfer (CT): The granting of exemption or credit for units of competency awarded by a Registered Training Organisation (RTO).

For a student to be awarded a credit transfer for a unit of competency in an enrolled course they must provide evidence that they have previously studied the unit and have gained competency (a statement of results listing a result of Competent for the exact same unit that they are would otherwise need to be enrolled in for a second time. The units of competency must be the same the units of competency that applied for and supported with evidence (i.e. Testamur or Statement of Attainment)

Recognition of Prior Learning (RPL): The acknowledgment of skills and knowledge that have been gained through training, work, or life experiences mapped against formal units of competency. The assessment of RPL includes evidence provided against the units of competency (elements and performance criteria) as described in the relevant endorsed Training Package. To support this type of application evidence of where and how the skills were obtained are required. i.e. A certificate where the codes do not match but are of similar skills and knowledge would require an ability to assess the learning the outcomes against the learning outcomes of the current course.

4. Policy

Danford College appropriately recognise course credit within the ESOS framework.

This policy supports SRTO 2015 Standards and the VET Quality Framework which states 'Registered providers must appropriately recognise course credit.

Danford College has documented procedures for granting and recording course credit.

Course credit may reduce the length of a student's course. If this occurs before visa grant, providers indicate the actual course duration in the confirmation of enrolment issued for that student for that course. If the course credit is granted after visa grant, the change in course duration is reported via Provider Registration and International Student Management System (PRISMS) under section 19 of the Education Services for Overseas Students (ESOS) Act.



Students sign or accept a record of course credit granted.

Danford College is required to ensure students sign (or otherwise accept) a record of course credit. This record is to be kept on the student's file.

Prior to a student's visa being granted, the College must indicate the actual net course duration on the CoE. This will allow the Department of Education and DHA to grant a visa with duration that reflects the actual course length.

At any time after a student has been granted a student visa, any change in course duration due to the granting of credit must be reported via PRISMS under Section 19 of the ESOS Act (within 14 days after the event as specified by the Act).

5. Methodology

Credit Transfer: Students who have completed a Nationally Recognised qualification / unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the particular unit(s). The student must provide the original certificate to be sighted by the College to verify the Credit Transfer.

All students are made aware of the ability to apply for course credit. Applications for course credit must be submitted by the end 2nd week of the first term of study in their enrolled course.

To apply for a Credit Transfer students must complete and submit an *Application for Credit Transfer* available on the College website at www.danford.edu.au. The application must be accompanied by nationally recognised Certificates or Statements of Attainment indicating the units successfully completed including unit codes and titles and dates of completion.

The College will assess the application and provide an outcome to the applicant within 14 working days of receiving it, or as soon as practical where further information is required to determine the outcome.

The Use of USI Transcripts: A student's USI transcript contains training outcome data submitted to the national collection by the student's RTO as a true record of the training undertaken by the student since 2015, including completions and non-completions. As such, a student's USI transcript is a valid way to authenticate the training undertaken by a student, comparable to calling the issuing RTO.

Danford College may directly view a USI transcript online via the USI transcript Service (www.usi.gov.au) for any student who has activated permission for them to do so in the USI Registry System. Students are able to activate this permission online at any time using a smartphone or any internet connected device (theirs or their RTOs). This represents an acceptable alternative to calling the issuing organisation.

Danford College will exercise caution when using a student's USI transcript to validate training achievements for purposes of granting credit:

- Exercise the same caution with printed or emailed PDF versions of a USI transcript provided by a student as you would with hard-copy certificates issued by RTOs.
- The version accessible online directly by RTOs provides a stronger level of assurance, suitable for credit transfer purposes.
- Always contact the organisation that delivered the training if you have any reason to be concerned about the authenticity of credentials presented.

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- Advise the USI Office if Danford College becomes aware of any fraudulent activity in relation to a USI transcript.
- As the availability of the USI transcript is dependent on the AVETMISS reporting cycle, you may have to rely on the hard copy of certificates issued by RTOs to validate training undertaken recently.

Once assessed the student will receive a written outcome of their application. The outcome letter will be emailed to the student and a copy retained in the Student Administration File. Upon receipt of the letter, the student must sign the letter to indicate they have received it and acknowledge the outcome.

The student must return the signed letter to Student Administration, where Student Administration will:

- File the letter in the Student Administration File
- Upload a copy to the Student Management System
- Record the granted credit in the Students Management System as an outcome against the relevant unit/s of competency for the student
- Print a new training plan, with the credits and amended course
- Adjust the student's CoE on PRISMS to reflect any reduction in the period of study the student is enrolled
- A full-time study load must be maintained by adjusting the student's course schedule and duration for completion of the course of study.
- A copy of the new training plan is kept in the Student Administration file and uploaded to the Student Management System
- All documentation related to the credit transfer application, processing and outcome must be kept in the Student Administration file and the uploaded to the Student Management System.

If the application for credit transfer is denied, the outcome letter for Credit must include the reasons for not granting credit.

If the student is dissatisfied with the decision of Danford College assessing team, the student may appeal the decision following the Complaints & Appeals Policy and Procedure.

For further information, please refer to the Complaints & Appeals Policy available on Danford College website www.danford.edu.au

6. Related Documents

- Application for Course Credit
- Letter Templates

End of Document