



RPL/Credit Transfer Policy and Procedure

Policy

This policy and Procedure ensure that Melbourne Education Institute (MEI) meets the requirements of Standards for Registered Training Organisations 2015- Standard 3.5

- a) The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:
- b) AQF certification documentation issued by any other RTO or AQF-authorized issuing organisation, or
- c) Authenticated VET transcripts issued by the Registrar.

This policy and procedure also ensure that the MEI will achieve the highest level of customer service through recognition of national AQF qualifications, related Training Package competency standards, and VET-accredited courses.

MEI is not obliged to issue any certification that would be entirely comprised of units or modules completed at another education provider/s. MEI will not recognise partially complete units of competency. For partial completion, the student may apply for recognition of prior learning.

Definitions

National Recognition means 'Recognition by an RTO of the AQF qualifications and statements of attainment issued by all other RTOs, thereby enabling national recognition of the qualifications and statements of attainment issued to any person.'¹

Credit Transfer means "a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.'²

Responsibility

- a) The Training/Compliance Manager is responsible for the implementation of this policy.
- b) The Administration staff commence the execution of this procedure and the Training/Compliance Manager complete and approve the final aspects of this procedure.

¹ Users' Guide to the Essential Conditions and Standards for Continuing Registration, Australian Quality Training Framework, Commonwealth of Australia, 2010

² Australian Qualifications Framework, Second Edition 2014



Requirements

- a) Credit Transfer information must be included in the information given to students prior to enrolment.
- b) All staff must be provided with information about the Credit Transfer application process and assist students in completing applications.
- c) Applicants must apply for credit transfers at enrolment time or within 28 days of course commencement and unit commencement.
- d) Applicants wishing to apply for a credit transfer must apply using the credit transfer form.
- e) Applicants must present his/her statement of attainment or qualification, so the Training/Compliance Manager can assess, and map the unit/s presented for credit transfer against the unit/s proposed to be delivered by Melbourne Education Institute.
- f) Applicants must provide original documents or original duplicate documents from the issuing provider.
- g) Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework.
- h) Documents will be verified with the issuing RTO if for any reason the Melbourne Education Institute staff member questions the authenticity of the documents.
- i) Credit Transfer is different from Recognition of Prior Learning.

Procedure

There is no cost to apply for National Recognition. Students may apply for National Recognition before or during enrolment by completing a credit transfer request form and providing copies of authentic statements of attainment and qualifications issued by other RTOs.

The Training/Compliance Manager checks documentation to ensure that:

- The qualifications and units are nationally recognised.
- The qualifications were issued by a training provider that is an RTO, registered on www.training.gov.au
- The documents are certified as true copies (or witness the original document and take a copy), and
- The documentation is authentic. This may include contacting the issuing RTO to verify the authenticity of the documentation provided.

Where national unit of competency codes are stated as attained on a record of result (transcript of successfully completed units of competency) and the same unit of competency is included within the student's enrolment, National Recognition will be granted where units are identical.

The Training/Compliance Manager approves the request for credit transfer. This may require the need to check www.training.gov.au to determine if previous versions of the unit of competency are deemed equivalent. (e.g. BSBCUS402 – 'Address customer needs' is superseded and is equivalent to BSBCUS402B)

If credit transfer is being sought for a unit of competence that has a different title or code, then it is necessary to establish the equivalence between the unit held and the unit being sought. If the units are not equivalent, then the applicant should be referred for Recognition of Prior Learning (RPL).



The Administration Manager notifies the student of the outcome of the National Recognition assessment by advising them in writing of the units attained through National Recognition.

Where the student receiving a Credit-Transfer is an international student holding a student visa the notification letter also includes:

1. The relevant government agencies are informed via PRISMS.
2. The details of the credit outcomes and subsequent change of enrolment
3. If their course duration has been reduced that it may result in a change of their student visa.

The student must notify Student Administration that they accept the outcome of the decision within 20 days of the date of the letter.

Once the student has accepted the credit transfer outcome, the Administration Manager records the outcome of the national recognition process on the individual's electronic file within the Student Management System by entering "CT" against the units of competency granted and places the signed credit transfer form on the student file.

If the applicant is not satisfied, they can choose to appeal the decision within 20 working days and in accordance with the *Policy and Procedure - Complaints and Appeals*.

Internal Credit Transfer – where the units are studied and competent with MEI

This procedure is mainly used when the MEI's existing students request or are required to change their existing enrolment within Melbourne Education Institute (MEI), where the students have studied identical or equivalent units at MEI in the new qualification they wish to enrol.

MEI's Training/Compliance Manager will determine the credit to be granted based on the student's academic record at MEI. The student will be issued a Statement of Attainment (SoA)/Academic Transcript for the successfully completed units of competency, and a training plan (timetable) for the individual student for the new qualification will be provided to the student before or on the new qualification commencement day. In this case, the Credit Transfer Application Form and the feedback form are not required, however, the students are required to accept and sign the training plan (timetable).