

Credit Policy and Procedure



The Association of Superannuation Funds of Australia Limited (ASFA)

PO Box 1485, Sydney NSW 2001

T +61 2 9264 9300 or 1800 812 798 (outside Sydney)

F 1300 926 484

RTO Code 90755

ABN 29 002 786 290

ACN 002 786 290

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Enquiries are to be made to The Association of Superannuation Funds of Australia Limited.

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Contents

Document control	4
Purpose	4
Definitions	
Policy	5
1. What is Credit	5
2. Application for Credit	5
3. Assessing Credit	5
4. Credit application outcomes	
Procedure	6
1. Issuing and recording Credit	6



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PURPOSE

The purpose of this policy and procedure is to outline The Association of Superannuation Funds of Australia Limited "ASFA" 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 for Registered Training Organisations (RTOs) 2015.



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 means a copy of a primary document that has on it an endorsement or certificate that it is a true copy of the primary document by a person who is authorised as a witness for statutory declarations

Credit means recognising the equivalence of studies previously undertaken and completed successfully

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 or Statement of Attainment

Registrar means the Student Identifiers Registrar

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 <https://www.asqa.gov.au/standards/about-standards-rtos-2015>

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’



POLICY

1. What is Credit

- Credit (also referred to as credit transfer, national recognition or mutual recognition) is recognising the equivalence of studies previously undertaken and completed successfully.
- Under the Standards for Registered Training Organisations (RTOs) 2015, qualifications and statements of attainment issued by any RTO or AQF authorised issuing organisation are to be accepted and recognised by all other RTOs.
- Credit transfer allows the unit of competency previously achieved by a student to be recognised when they are enrolling in a related course where those units can assist them in meeting the requirements for a qualification.
- It is important to note that credit is not the same as recognition of prior learning (RPL). RPL is an assessment process and is addressed within ASFA's *Recognition of Prior Learning Policy and Procedure*.

2. Application for Credit

- All students of ASFA will be offered the opportunity to apply for credit for previously completed studies. Students can apply for Credit by completing a *Credit Application Form* and providing relevant supporting documents, including certified copies of transcripts issued by any other RTO or AQF authorised issuing organisation. 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 reviewed by ASFA and authenticated 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.
- ASFA 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.

3. Assessing Credit

- Where a student provides authenticated evidence of units or modules issued by another RTO or authorised issuing organisation, ASFA will provide Credit for that unit or module where it is a unit listed in the student's course of enrolment with ASFA.
- 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 ASFA, an analysis as to the equivalence of the study completed with the units in the student's enrolment with ASFA will be undertaken.

4. Credit application outcomes

- Students will be advised of the outcome of their Credit application in writing by email or post.
- Where there are significant Credits granted, this may result in a reduction of the Course fees which will be advised at the same time.
- The result of Credit Transfer will be recorded for any relevant units on Microsoft Dynamics CRM student management system.
- Students may appeal the decisions made about their Credit application by following *ASFA's Complaints and Appeals Policy and Procedure*.



PROCEDURE

1. Issuing and recording credit

Procedure	Responsibility
<p>A. Applications for Credit</p> <ul style="list-style-type: none"> Students will be offered the opportunity to apply for Credit as part of the enrolment process. To apply for credit, a student should fill in the <i>Credit Application Form</i> and supply certified copies of their relevant certificates and transcripts. Applications that do not include certified documents will be returned to the student. 	Student Advisors
<p>B. Review Credit application</p> <ul style="list-style-type: none"> Transcripts should be reviewed for their authenticity. Consider: <ul style="list-style-type: none"> 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? Ensure the units/modules previously studied are 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 in writing that they were not granted Credit. Where units are relevant, contact the issuing institution/s to confirm the authenticity of the certificates / transcripts and ensure they are valid. 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 content of the unit/module which may be accessed through the issuing institution/s 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 <i>Credit Application Form</i> and saved against the student's record in Microsoft Dynamics CRM. 	Compliance and Administration Officer

Procedure	Responsibility
<p>C. Assess impact on fees</p> <ul style="list-style-type: none"> Where significant 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). 	<p>Compliance and Administration Officer</p>
<p>D. Notify student of Credit outcome</p> <ul style="list-style-type: none"> Once credits have been determined, notify the student of the outcome of their Credit application in writing by email or post. 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. 	<p>Student Advisors</p>
<p>E. Record the Credits granted</p> <ul style="list-style-type: none"> Keep records of all documents used in the assessment of a Credit Application in the student's record within Microsoft Dynamics CRM. Record a Credit Transfer result against the relevant units in the Microsoft Dynamics CRM student management system. 	<p>Student Advisors</p>