



Policy Title	RPL and Credit Transfer Policy and Procedure				
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Owner	Admission Department	Approved By		CEO	

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## 1. POLICY

ANIT Australia Pty Ltd T/A Albright Institute of Business and Language will ensure that this policy at all times is in accordance with the ESOS Act 2000 and the ESOS National Code 2018.

With reference to the Clause 3.5 of SRTOs; Albright Institute 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:

- AQF certification documentation issued by any other RTO or AQF authorized issuing organization, or
- Authenticated VET transcripts issued by the Registrar.

With reference to Std.2 of NCP 2018; Albright Institute will ensure the decision to assess RPL or grant course credits maintains the integrity of the qualification and complies with the requirements of the educational framework of the course.

When granting RPL or course credits, registered providers will need to give a written record for the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

## 2. PURPOSE

Purpose of this policy and associated procedure is to ensure quality, integrity and consistency in recognizing and assessing prior learning and competencies. The procedure for claiming Recognition of Prior Learning and Credit Transfer ensures compliance with the VET Quality Framework and underpins the AQF National Principles and Operational Guidelines for Recognition of Prior Learning.

## 3. SCOPE

This policy and procedure apply to all the courses on college's scope of registration and CRICOS register. This policy and procedure also apply to all current and prospective students of Albright Institute who seek recognition for learning previously gained through formal, non-formal and informal learning, and work experiences.

## 4. DEFINITIONS

**Recognition of Prior Learning (RPL):** means an assessment process that assesses an individual's formal, non-formal and informal learning, and work experiences to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification.

**Credit Transfer:** means transfer of credits from units of competencies achieved in formal and nationally recognized education and training system to equivalent units of competencies, satisfying the required competency standards.

**Credit:** Exemption from enrolment in a part of the course because of previous study, experience or recognition of a competency currently held, including academic credit and recognition of prior learning; also referred to as course credit.

Units of Competency: means the specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.

## 5. REQUIREMENTS AND PROCESS

Albright Institute 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:

- AQF certification documentation issued by any other RTO or AQF authorized issuing organization, or
- Authenticated VET transcripts issued by the Registrar.

1) Information regarding Credit Transfer must be included in the information given to students prior to enrolment;

2) All staff must be provided with information about the Credit Transfer process and assist students in completing the application process;

3) Applicants must apply for credit transfers at the time when the initial application is filled in;

4) Applicants wishing to apply for credit transfer must apply using the Credit Transfer Form along with the Application for the selected course to study at Albright Institute;

5) Applicants must present their Statement of Attainment or qualification/certificate so that the unit/s presented for credit transfer can be verified against the unit/s proposed to be delivered by Albright Institute;

6) Applicants must provide Original documents from the issuing provider;

7) Statements of Attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework;

8) Credit will be provided only for those units which are equivalent to the units delivered at Albright Institute. No other units will be considered from the training package of the qualification;

9) Documents will be verified with the issuing RTO for the authenticity of the documents;

10) Following are various means of verification of authenticity of the CT documents which are currently recommended in the industry.

- By contacting the RTO or the provider to verify the authenticity of the documents by email. The consent of the student will be taken in the Albright Credit Transfer form;
- If the RTO has shut down, the verification will be done on the USI Provider Administrative Portal the consent is taken for this in the Albright credit transfer form;
- If the student is not on the USI Portal which can be a possibility if the Credits are before 2016 then we can ask the student to provide the evidence as in some "Competent" Student Assessments' for that course/qualification.
- If all the above mentioned verification fails, Albright Institute would write to ASQA and ask them to verify the documentation, however, this will be considered as the last resort as ASQA may not address the request in the given timeframe of assessment of application and issuance of letter of offer.

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In case of Internal Credit Transfer (Credit of units from one qualification delivered at Albright Institute into another qualification delivered at Albright Institute) there is no requirement of the student to complete the Credit Transfer Form. The credit shall be applied internally in the SMS – RTO Manager and a record will be maintained of the RTO Manager. However, Certificate/Statement of Attainment/ Record of Results must be issued by Albright Institute to apply this internal credit grant.

Albright Institute does not charge any fee for issuing credit transfer.

Applicants have the right to access Albright Institute complaints and appeals process if they are not satisfied with the outcome decision of the Credit Transfer process.

## 6. PROCEDURE

1) The Applicant must apply for Credit Transfer/RPL right at the application stage.

2) Applicants applying for Credit(s) must complete the 'Albright Credit Transfer Form'. This form will be submitted with the Original Award/Certificate or Statement of Attainment to the Student Admissions Department.

3) If the student is been recruited by Albright's approved Education Agent, then the following is to be established:

- The CT documents preferably stamped and initialed by the recruiting agent;
- The CT documents with sighted original stamp and initialed by the agent;
- The CT documents with company stamp and an email stating that the CT documents have been sighted and verified.

4) If the student is a Walk-in student then, the admissions department will sight the Original document and stamp Original sighted and initial this with date.

5) Admissions department will:

- Assess the application as per the procedure and check the Credit Form for processing the CTs;
- Verify the CT units with the 'Credit Transfer Unit List for different qualifications' as required and duly complete Credit transfer form and the working sheet for checking the Timetable duration and the recommended fees;
- For the CT offer letters, the time table, duration and the fees can be calculated immediately and then a Letter of Offer can be issued with a condition -" This offer is subject to verifying the authenticity of the Credit Transfer documentation provided by the student to Albright.'
- In between the time of the Letter of Offer and the issuance of CoE, Albright will verify the authenticity of the CT documentation.

6) 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.

7) This information can be found in the mapping guide published in the relevant Training Package [www.training.gov.au](http://www.training.gov.au)

8) If the units are not equivalent or identical as indicated by mapping guide, the applicant should will be referred for Recognition of Prior Learning (RPL).

9) If the student does not agree with the decision about course credit, the student may lodge an internal appeal.

10) The CoE is generated according to the approved duration and fee by the Admissions Department. Any course duration reduction because of a Credit transfer granted to students must be indicated on the Confirmation of Enrolment stating, "Since the student has availed CT/RPL from the previous studies, there is a variation in course duration and the fees".

11) Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer are electronically stored placed in the student Admissions folder.

12) Granting of Credit Transfers is recorded as a unit outcome in the student's profile on the RTO Manager.

13) The CT unit is recorded on the Student's profile with the study period as the start date of the CoE and the same date is used for the end date of the unit.

14) After the commencement of the course, if the student claims for any further Credits, the CT's will be recognized as per Albright's Policy and Procedure. However, the Letter of Offer and the CoE will not be revised. The student will be exempted from the scheduled classes of the CT units and would not be required to submit any assessments for the same.

## 7. RESPONSIBILITY

The Admissions Department, Training Department, National Quality and Compliance Manager, Director of Operations and CEO are responsible for Albright's adherence to the National Standards for Training Organisations and ESOS/NCP2018.

## 8. RELATED DOCUMENTS

### Related Documents

- STD-FORM18 Credit Transfer Request Form
- STD-FORM19 Credit Transfer Working Sheet
- STD-FORM04 International Student Application Form
- STD-FORM06 Domestic Student Application Form
- STD-FORM10 Complaints and Appeals Form
- PP - 05 Complaints and Appeals Policy

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## CREDIT TRANSFER PROCEDURE

Applicants applying for Credit(s) must complete the 'Albright Credit Transfer Form'. Submit this with the Original Award or Statement of Attainment to the Student Admissions Department.



The admissions department to

- Sight the Original document and stamp Original sighted and initial this with date;
- Verify the Award/Statement of Attainment by contacting the other RTO who has issued the Statement of Attainment/Certificate(refer to the policy);
- Complete the credit transfer working sheet by verifying the units delivered in Albright and units result/statement of attainment provided by the student;
- The duration and the tuition fee to be calculated as per the CTs availed by the student.



Admissions Department to:

- Inform the student by email the outcome decision of the CT granted units and the applicable fees;
- If the Student is satisfied with the decision, a Letter of Offer and Student Course Acceptance Agreement will be generated and sent to the student;
- Any course duration reduction due to CT's granted must be indicated on the Confirmation of Enrolment if granted;
- The COE is issued as per the regular procedure of admissions department.



Academic Student Support to:

- Update the RTO Manager with the CT units for the respective student;
- Add the CoE start date for the start and end of the CT unit as the student will not be assigned any batch/class for the CT unit;
- Once the course commences and the student requests for any further CTs then the whole procedure of verification will be done and the CTs will be granted on RTO Manager. However, there will not be any change in the Course duration or tuition fee. The student will be exempted from attending those CT units.

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