

## Credit Transfer (CT) Policy & Procedure

### Purpose

Under Standard 2 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018, Insight Academy is required to implement a documented policy and process for assessing and granting course credits to the students.

As per Clause 3.5 of Standards for Registered Training Organisations (RTOs) 2015, Insight Academy 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 authorised issuing organisation, or
- authenticated VET transcripts issued by the Registrar.

### Scope

This policy applies to all current & prospective students who seek credit towards their prior learning and student support as well as academic teams at Insight Academy who assist the students in the process. This policy applies to the complete scope of Insight Academy.

### Policy

Course credit is defined by the National Code 2018 as follows:

‘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 is defined in the AQF as follows:

‘Credit transfer is 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.’

Insight Academy recognises course credit within the ESOS framework and will grant appropriate credit towards units of competencies achieved under a nationally recognised qualification. Recognition of qualifications issued by other RTOs does have a limited lifespan. If the qualification/Units of competencies achieved are currently listed on the National Register and are a component of a qualification that the student wishes to undertake, recognition will be given. If the qualification/Units of Competency held by the student has been superseded and is no longer on the National Register or

is not the version required by the qualification into which the student wishes to enrol, national credit transfer may not apply. In such situations, recognition of prior learning (RPL) would be the appropriate way to proceed.

It is important to note that credit transfer is not an assessment. It is an administrative function that determines the equivalence of a unit of competency the student has been previously awarded to units of competency incorporated into courses being delivered by Insight Academy. If the unit is the same or is equivalent, then the unit may be issued as a credit transfer. This is not to be confused with the recognition of prior learning which is a method of assessment.

Insight Academy is not obliged to issue a qualification or Statement of Attainment that is achieved wholly through recognition of units and/or modules completed at one or more other RTOs. The acceptance of credits in a particular unit is usually for purposes of entry into a qualification where another qualification or certain units of competency are a prerequisite to entry, or for part completion of a qualification based on Statements of Attainment for the units/modules already held by the student. Learners will not be required to repeat any unit or module in which they have already been assessed as competent (unless a regulatory requirement or license condition requires periodic retraining/refresher training) or based on their own decision to repeat. Fees may apply if student chooses by themselves to repeat the learning and/assessment.

Under this policy, Insight Academy will provide applicants with the opportunity to apply for credit prior to application for enrolment or within the first 2 weeks of the course (15 calendar days from the course commencement dates). The students are encouraged to apply at the enrolment stage as it may affect the course duration and student visa conditions. This is applicable to intending overseas students or international students.

Clause 3.5 of the SRTOs 2015 requires the learner to provide evidence to claim credit transfer. Where a student is seeking credit transfer for a unit of competency that is on Insight Academy's scope of registration and the student can provide documentary evidence that the unit of competency has been previously awarded to the student, credit transfer will be awarded.

## Procedure

For a student to apply for course credit the following needs to be followed.

- A Course Credit Application form is available to students on [www.insightacademy.edu.au](http://www.insightacademy.edu.au)
- Applicants must present the original certification document for sighting or provide a certified copy of the certificate with their enrolment. Insight Academy may then verify the document to ensure its legitimacy and currency. Insight Academy will write on the copy of the document the date and person they spoke to when verifying the qualification. This process is used on

random basis or where staff has any doubt related to the documents provided.

- Any credentials issued in Australia after 2015 are recorded on USI register and access may be requested from student by Insight Academy Student Services staff for verification purposes.
- If Insight Academy grants course credit to an overseas student, then learner/student is notified by written record of the decision.
- If the grant of course credit reduces the overseas student's course length, then Insight Academy will:
  - ✓ Inform the student of the reduced course duration following granting of course credit (CT) and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course.
  - ✓ Report any change in course duration via PRISMS if course credit is granted after the overseas student's visa grant. The change of course duration must be reported via PRISMS within 14 days under section 19 of the ESOS Act.

**Students/ Learners must note that incomplete applications may result in a rejection and/or delay in processing of the application.**

Due to the holistic design & clustered delivery of units of competencies in Insight Academy courses, students may be required to attend all classes and complete all class activities in some terms if they have not received CTs for all units of competencies entailed within the particular cluster of units is competencies. The assessor will take into consideration any competency previously acquired by the student when marking (credit transfer and RPL units of competency).

## **Management Action & Responsibility**

Operations Manager in consultation with the Academic Manager/ Coordinator is responsible for managing this Policy and its implementation.

Any suggested revisions to the policy in future will be approved by the CEO.