Procedure

1. **Issuing Credit**

Procedure	Responsibility
A. Applications for Credit • 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 *Credit Application Form* and supply certified copies of their relevant transcripts. • Applications that do not include certified documents should be returned to the student, unless originals of the copies are certified by an RTO staff member. • Note: Students applying for Recognition of Prior Learning (RPL) once on campus must firstly speak with Trainer or Academic Manager, fill in RPL Kit, and provide requested verified evidence. Assessor will be required to sign off approval of RPL before credit is granted.	Student Administration Team

B. Review Credit application
 	
• Transcripts should be reviewed for their authenticity. Consider:
 	
  – 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?
 	
• Are the units/modules previously studied 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 that they were not granted any Credits.
 	
• Where units are relevant, contact the issuing institutions to confirm the authenticity of the transcripts.
 	
• USI Registry is checked against student's USI to verify completion of Units for which the credit transfer is requested.
 	
• 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, 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 university 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 Credit Application.
	Director of Academic Affairs/ Trainer/Assessor

C. Notify student of Credit outcome • Once credits have been determined, notify the student of the outcome of their Credit Application or RPL in writing.	Director of Academic Affairs/ Trainer/Assessor

Procedure	Responsibility
• Where 3 or more Credits have been granted, reducing the amount of training and assessment needing to be provided, review the cost of the course and advise the student of the reduced course fees. Note: for RPL applications a further fee of $250 per unit is payable for assessment of RPL by Trainer & Assessor. • For international students, follow procedures indicated in *Student Administration Policy and Procedures* in regard to notification and acceptance of credit and issuing of CoE when credit is awarded.	
D. Keep records of Credits granted • Keep records of all documents used in the assessment of a Credit Application or RPL in the student's file.	Director of Academic Affairs/ Trainer/Assessor

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