

**Barton College****Policy Number: BPo8****Policy: Course Credit Policy and Procedure**

RTO Name: Barton College

RTO Number (TOID): 22048

CRICOS Number: 02908F

Contact Officer: Student Administration Manager

Version Number: 3.0

Refer to "review processes" section below for information on the process for policy review.

Policy context: This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
SRTOs 2015	Clauses 3.1-3.6 for Registered Training Organisations 2015.
Context	<p>Standard 12 – Course credit</p> <p>Outcome of Standard 12</p> <p>Registered providers appropriately recognise course credit within the ESOS framework.</p> <p>12.1 Where the registered provider grants course credit, the registered provider must:</p> <ul style="list-style-type: none">a. have documented procedures for the granting and recording of course credit, andb. provide a record of the course credit to the student, which must be signed or otherwise accepted by the student, and place it on the student's file. <p>12.2 If the registered provider grants the student course credit which leads to a shortening of the student's course, the registered provider must:</p> <ul style="list-style-type: none">a. if the course credit is granted before the student visa grant, indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, orb. if the course credit is granted after the student visa grant, report the change of course duration via PRISMS under section 19 of the ESOS Act.
ESOS/National Code	ESOS Act. 2000, National Code 2018; STANDARD 2 ;
Legislation or other requirements	National Vocational Education and Training Regulator Act 2011



Purpose

This policy/procedure supports SRT0 2015 Clause 3.5 and 'Standard 2 – of the 'National Code 2018' which states 'Registered providers must appropriately recognize course credit within the ESOS framework.' This policy implements a procedure for Barton College to process student's applications for course credit and document results, including student verification of the outcome. It will provide a process that ensures that students receive written verification of the outcome of course credit application and records are kept with student files. It also ensures that any changes to course duration that occur from granting a course credit, after a Student Visa is granted, are reported to DHA via PRISMS.

Objective

The objective of this Policy and Procedure for Barton College is to ensure that Barton College:

- Has documented procedures for the granting and recording of course credit.
- Provides a record of the course credit to the student, which must be signed or otherwise accepted by the student, and placed on the student's file.
- Indicates the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course.
- Reports the change of course duration via PRISMS under section 19 of the ESOS Act.

Scope

Barton College has systems in place to plan for and provide course credits to its students. Barton College values feedback and incorporate it into future programs, policy and procedures.

Terms and definitions

Credit Transfer - National Recognition provides for automatic credit to individuals who present Australian Qualification Framework (AQF) qualifications and/or Statements of Attainment issued by a Registered Training Organisation (RTO) to another RTO and where the same units of competency form part of the new qualification in which the student is enrolling. National Recognition applies to all RTOs issuing AQF qualifications authorised in the VET sector.

Currency of Learning – Barton College has set a limit on the acceptable time duration for the currency of learning, which would be no more than 5 years of prior learning that can be used as evidence for credit.

Registered provider – registered training organisation (Barton College), registered in CRICOS.

Variations - in the version number of units reflecting minor changes not related to outcomes and are therefore accepted for credit transfer.

Policy statement: Our commitment

Barton College is committed to maintaining compliance with all regulatory, legislative and contractual requirements.

Specifically, we will:



- Define the procedure used for dealing with applications for Credit Transfer.
- The qualifications, Record of result (Academic Transcript) and Statements of Attainment issued by any other registered provider must be recognised.
- Recognition means that students will be granted exemptions or advanced standing in a course as a consequence of having completed the same unit(s) with another registered provider.
- Credit Transfer information must be included in information given to students prior to enrolment.
- All staff will be provided with information about the Credit Transfer and assist students in completing applications.
- Credit Transfer will follow a different process from Recognition of Prior Learning.



General Processes

Policy aspect	Barton College Implementation
Documented procedures	<ul style="list-style-type: none">• Policy and procedure for granting and storing credit transfer requests and records.• Student management system procedure and documentation.• File management procedure and documentation.
Credit Transfer (CT)	<p>The granting of exemption or credit by Barton College to students for units of competency completed under accredited training.</p> <p>As per AQF 2nd edition January 2013- Definition of credit transfer: "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." Such as:</p> <ol style="list-style-type: none">1. Unit/module is the same i.e. same code and title.2. Unit/module has been reviewed and this results in minor changes to the unit/module code e.g. B to C. This indicates that the learning outcomes of the unit/module have remained the same.3. Unit/module has been transferred from another Training Package/curriculum, but the learning outcomes remain the same.4. Barton College will only consider the prior qualification(s) submitted for Credit Transfer application that is/are less than 5 years old.
Course credit before the grant of student visa	If the course credit is given before the student's visa is granted, the confirmation of enrolment (CoE) issued for that student will indicate the actual net program duration (as reduced by course credit) for that program.
Course credit after the grant of student visa	If course credit is given after the visa is issued, and results in a shortening of the student's program duration, the Institute must report the change of program duration to DHA through PRISMS.

Procedures

	Procedure Steps	Responsibility	Reference
1	Applicants for Credit Transfer must complete the Credit Transfer Application form, attach a copy of a qualification, Record of result (Academic Transcript) or Statement of Attainment and submit the application to the Student Administration.	Student Administration	
2	The Student Support Officer must check the qualifications, Statement of Results (Academic Transcript) or Statement of Attainment and grant credit transfers for identical units that have been identified as being completed at another registered provider.	Student Administration.	
3	Verified copies of Qualifications, Record of results (Academic Transcript) and Statements of Attainment used as the basis for granting Credit Transfer must be placed in the student file.	Student Administration.	
4	The student and the Student Support Officer must sign the completed Credit Transfer record.	Student Administration.	
5	Granting of Credit Transfer must be recorded as a unit outcome in the student's file/Student Management System.	Student Administration.	
6	After Credit Transfer is granted a student's course schedule must be reviewed and any reductions in the scheduled attendance and the reasons for the reduction recorded and placed in the student's file.	Student Administration.	
7	If possible a full-time load for the student should be maintained by adjusting a student's course schedule and duration for completion of the course.	Student Administration.	
8	Any course duration reduction as a result of Credit Transfer granted to students must be indicated on: i. The Confirmation of Enrolment if granted prior to the issue of a visa, or ii. PRISMS if granted after the issue of a visa.	Student Administration.	



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Continuous Improvement

A summary of all course credit related matters and concerns will be presented as a part of the Continuous Improvement policy and procedure at the Management Meeting for review. The purpose of this is to ensure management become aware of:

- Repeat issues
- Common threads relating to the compliance and quality assurance.
- (when viewed collectively) any general adverse trend that needs correcting

Confidentiality and Privacy Statement

For more Information, please refer to our Privacy and Confidentiality Policy. You can obtain this policy by contacting us at admissions@barton.edu.au or read it online via our website www.barton.edu.au.

Publication

This policy, once approved, will be available to all students on the college website.

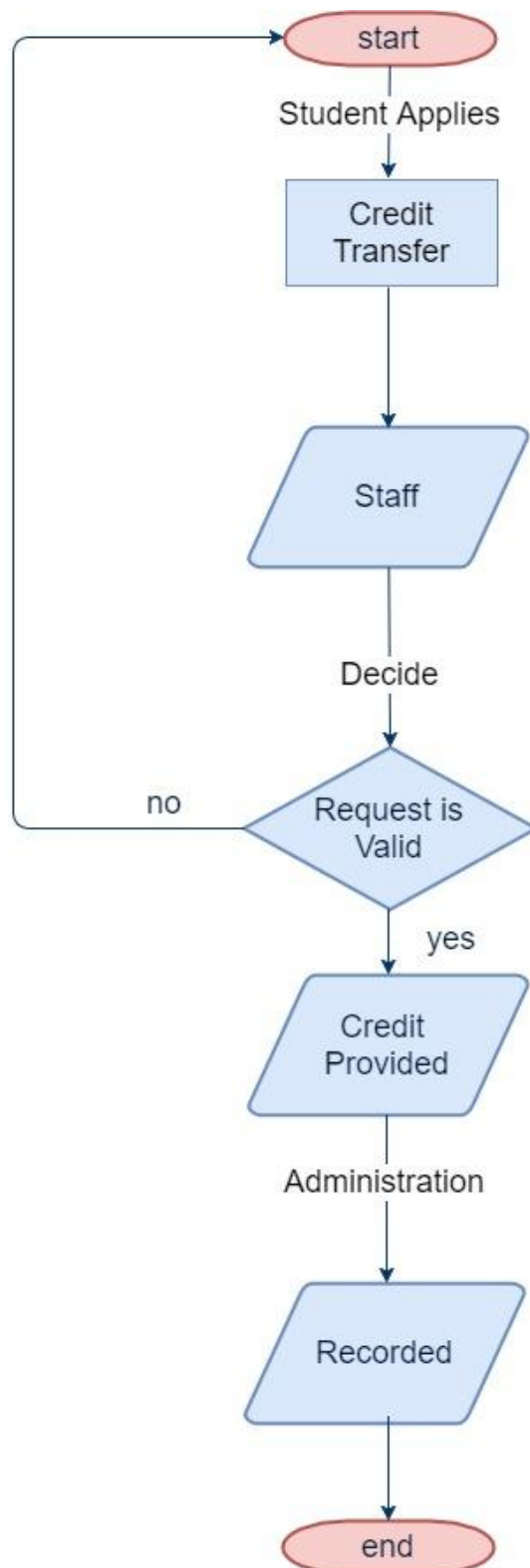
This policy and procedure will form part of the information distributed and communicated during staff orientation.

Other related policies and procedures

Related policies	Recognition of Prior Learning Policy & Procedure Training and Assessment Standards Policy & Procedure
Forms or other organisational documents	
Documents related to this policy	Credit Transfer Application Form



Flow Chart



Policy Name: Course Credit Policy and Procedure



Review processes

Policy review frequency: Annually	Responsibility for review: Student Administration Manager
Documentation and communication: Describe how the policy decisions will be documented and communicated	
<p>Version 3.0</p> <ul style="list-style-type: none">• Policy is reviewed for grammatical errors• Policy is uploaded on college website.	