



DOMESTIC COURSE CREDIT POLICY AND PROCEDURE

RESPONSIBLE for:

Ensure Compliance: Chief Executive Officer/ Quality Management Committee

Directly Responsible: The Course Coordinator/State Educator will be responsible for explaining National Recognition, Credit Transfer (CT) and Recognition of Prior Learning (RPL) process and providing the documentation to students and ensuring applicants correctly complete the CT and RPL application form.

The Course Coordinator /State Educator under the guidance of Course Coordinator will also be responsible for the verification and the validation of the CT and RPL application process and assessment.

Adhering to Policy: All Education Training & Employment Australia Pty Ltd Personnel

GOVERNING STANDARDS

The Directors Heidelberg Corporate Group (HCG) and its associated companies require compliance against the standards of ISO9001, and any Legislation and Regulations that relate to Course Credit. Information is available from the related Act(s) below,

The standard that govern this Policy and Procedure is Standards for RTOs 2015 Standard 3: Clause 3.5

PURPOSE

This procedure applies to all enrolments at ETEA.

ETEA does not claim government funded Student Contact Hours for granted Credit Transfers or National Recognition

ETEA will

- Document procedures for granting and recording course credit
- Provide record of program credit to the student, which must be signed or otherwise accepted by the student
- Copy of student's acceptance of Course Credit must be placed on student's file

Definitions:

Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

Document Name	Domestic Course Credit Policy And Procedure	Company name	ETEA	Issued:	Sep 2018	Ver 3
Authorised by QMC		CRICOS # 02925E	RTO # 5089	Review:	24 months	
©Education Training & Employment Australia Pty Ltd ABN: 62085390692					Page 1 of 5	

**Credit Transfer
(CT)**

- Credit transfer assesses the initial course or subject that an individual's using to claim access to, or the award of credit in, a destination course. The assessment determines the extent to which the client's initial course or subject is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning that is outside the AQF.

**Recognition of Prior Learning
(RPL)**

- *An assessment process that assesses an individual's non-formal and informal learning 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 qualification.*

National Recognition

- *Recognition by an RTO of the AQF qualifications and statements of attainment issued by all other RTO in all state and territories, thereby enabling national recognition of the qualifications and statements of attainment issued to any person.
(The Course Coordinator/State educator will confirm which units the student can get an exemption for)*

National Recognition and Credit Transfer (CT)

ETEA recognises AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation in Australia. Students may request credit for a whole unit or course/program based on study in an unit or course/program at another institution that is within the same Training Package. Suitable documentation such as a Statement of Attainment must be provided when applying for Credit Transfer or National Recognition.

Requirement:

1. The students can apply for Credit Transfer or National Recognition before or after enrolling in the courses. If it is applied for after enrolment it should be applied within 2 weeks of the Course Commencement date.
2. ETEA will ensure that all CT or National Recognition applicants are provided with:
 - I. CT and National Recognition information including (Course credit form):
 - Application form (is available on ETEA's website and on request from the Course Coordinator/State Educator);
 - Information on all aspects of collecting and submitting evidence of attainment of the unit(s)/course, which were obtained at another RTO (i.e. transcripts/certificates) prior to submitting a CT or National Recognition application.
 - II. Support and guidance in completing the CT or the National Recognition application form;
 - III. The opportunity to obtain feedback and/or further information on completing all aspects of the CT or the National Recognition application prior to submission.
3. All documentary evidence of training, including Certificates/Diplomas, Statement of Results and Statement of Attainment provided must be original, official or certified documents and must be signed and sealed by the issuing Australian RTO.
4. Once the CT or the National Recognition application is submitted and received by ETEA the application will be checked and verified to ensure that all details of the applicant, course, units of competency, evidence and payment are correct. ETEA will endeavour to inform the applicant within ten (10) working days of receiving the application with:
 - any inconsistency or erroneous data/information supplied;
 - any evidence material supplied which does not fulfill the evidence requirements.

Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

Document Name	Domestic Course Credit Policy And Procedure	Company name	ETEA	Issued:	Sep 2018	Ver 3
Authorised by QMC		CRICOS # 02925E	RTO # 5089	Review:	24 months	
©Education Training & Employment Australia Pty Ltd ABN: 62085390692						Page 2 of 5

5. On completion of the CT or the National Recognition application, it will be forwarded to the Course Coordinator/State Educator who then validates and ratifies the Course Credit form.
6. The applicant is advised of the Course Credit application outcome and of ETEA's Complaints and Appeals procedure (only if unsuccessful).
7. All the records of CT or the National Recognition will be maintained on individual student file.
8. Data to be entered on the Student Electronic Management System once CT or the National Recognition process is completed.

Recognition of Prior Learning (RPL)

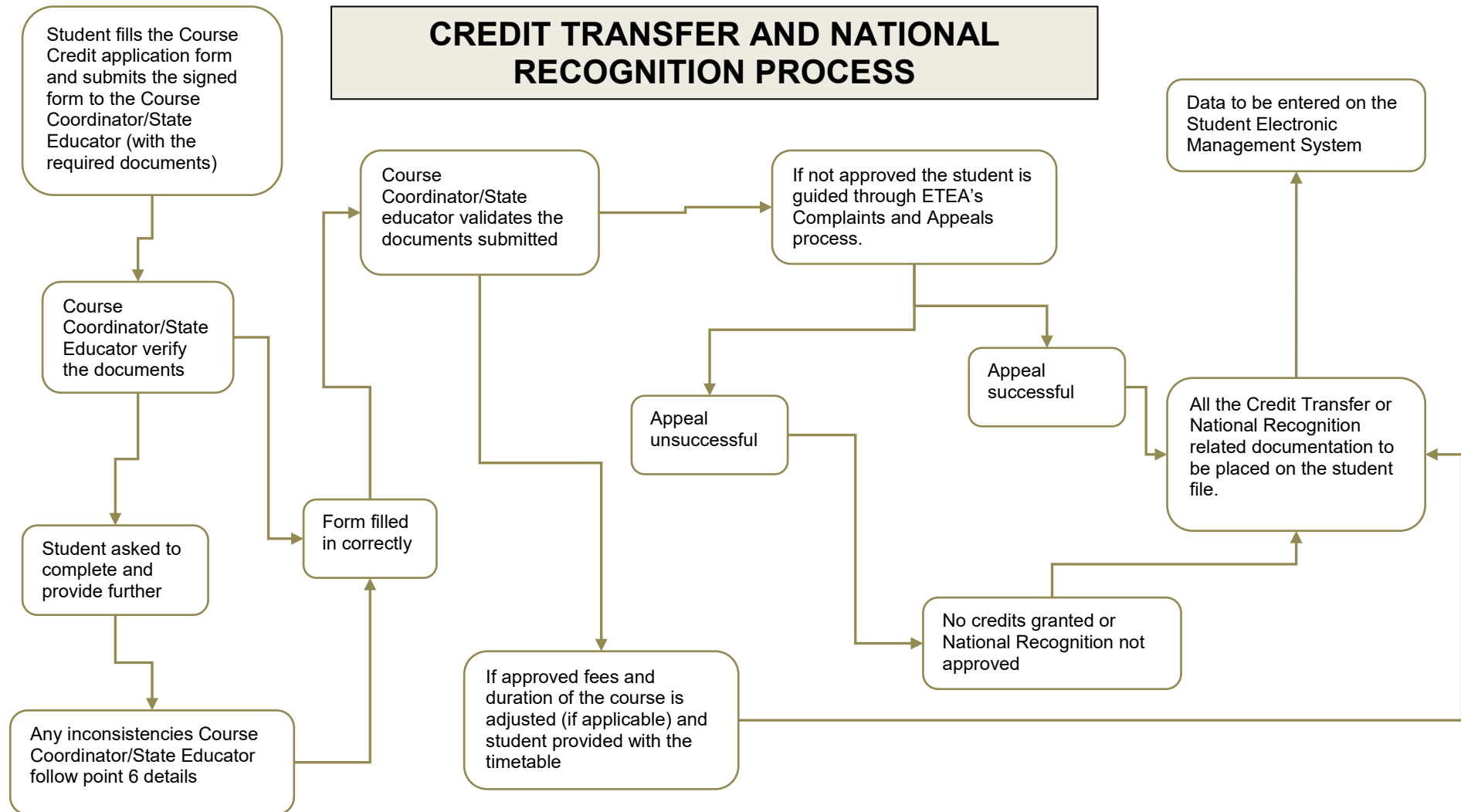
Requirement:

1. The students can apply for RPL before or after enrolment. It should be applied for within 2 weeks of commencing the Course.
2. The RPL process will be structured in a way so as to minimize cost, time and effort to both the applicant and ETEA whilst retaining **SNR** integrity and Training Packages requirements.
3. When the student expresses interest for RPL, the assessor will provide the student with relevant forms (application form, self-evaluation form) and/or RPL kit to the student to collect the evidences.
4. All documentary evidence of training, including: work experience or other relevant documents (e.g. Certificates/Diplomas, personal or work references and licenses) submitted, and which claim skills and knowledge gained, **must be in English** and **must be signed and sealed** by the appropriate organisation/company representative (e.g. CEO Director, Manager or Training/HR Manager).
 - If original evidence submitted was issued in a language other than English then a "Certified English" translation compiled by a registered translation service or professional will be required.
5. Once all the evidences and forms are submitted the assessor will contact the student to conduct an initial interview and may decide to observe the student in the work place.
(Note: this process will be agreed on when preparing the RPL assessment plan or evidence plan with the student during the initial visit)
6. Additional evidence is provided through further interviews, conversations, written evidence and/or workplace assessments. At this stage you will also need to have the Third Party Kit completed.
7. The assessor will then proceed to assess and judge the RPL application with the information obtained from the RPL application, the self-assessment questionnaire, the RPL conversation/interview, practical test(s) and any other evidence provided or obtained, including third party reports. The assessor shall endeavour to assess (within 28 working days) the RPL application for a qualification or unit of competency.
8. The applicant is advised of the RPL application outcome and of ETEA's Complaints and Appeals procedure (only if unsuccessful).
9. All the records of RPL will be maintained on individual student file.
10. Data to be entered on the Student Electronic Management System.

Note: the process for RPL might differ a little depending on the approach adopted for conducting RPL. The RPL kit provided to you when expressing the interest for RPL will give you a clear picture of the RPL process.

Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

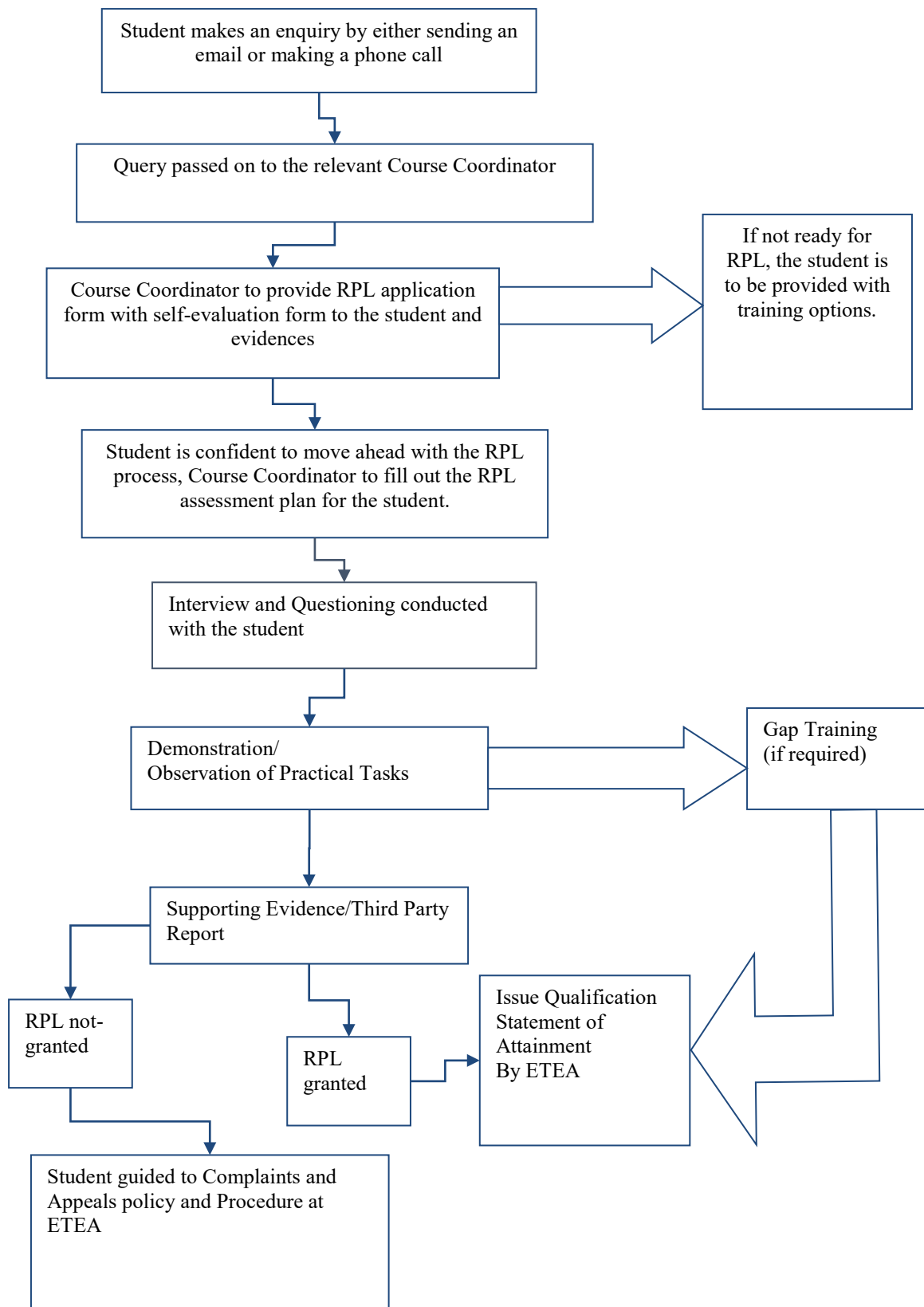
Document Name	Domestic Course Credit Policy And Procedure	Company name	ETEA	Issued:	Sep 2018	Ver 3
Authorised by QMC		CRICOS # 02925E	RTO # 5089	Review:	24 months	
©Education Training & Employment Australia Pty Ltd ABN: 62085390692					Page 3 of 5	



Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

Document Name	Domestic Course Credit Policy And Procedure	Company name	ETEA	Issued:	Sep 2018	Ver 3
Authorised by	QMC	CRICOS # 02925E	RTO # 5089	Review:	24 months	
©Education Training & Employment Australia Pty Ltd ABN: 62085390692					Page 4 of 5	

Recognition of Prior Learning Process



Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

Document Name	Domestic Course Credit Policy And Procedure	Company name	ETEA	Issued:	Sep 2018	Ver 3
Authorised by QMC		CRICOS # 02925E	RTO # 5089	Review:	24 months	
©Education Training & Employment Australia Pty Ltd ABN: 62085390692					Page 5 of 5	