

Course Credit Policy

1.0 Purpose

This policy and procedure ensures National Academy of Hair and Beauty meets the requirements of: Standards for Registered Training Organisations 2015- Standard 3 Clause 3.5 and The National Code 2017 Standard 12

- The RTO 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.

And;

- ESOS National Code 2017 Standard 12 – Course Credit

2.0 Scope

Credit of prior studies is limited to outcomes that are drawn from the national skills framework being units of competence awarded and accurately identified in statements of attainment and qualifications.

3.0 Objective

The objective of this policy is to ensure that all students' academic accomplishments are recognised in accordance with legislative and regulatory requirements.

4.0 Definition

1. Credit;

Is the recognition of learning achieved through formal education and training, Under the Standards for Registered Training Organisations 2015, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTO's.

2. Credit Transfer;

A Credit Transfer allows a student to be awarded a credit (exemption) for a unit or units of competency successfully completed in previous studies into their new course of study. Meaning the unit will not need to be re-studied and the exemption of the unit will reduce the study duration of the course.

5.0 Responsibility

1. The Training Manager is responsible for implementation of this policy
2. The Administration staff commence the execution of this procedure and the relevant Course Coordinators and Training Manager complete and approve the final aspects of this procedure.

6.0 Requirements

- NAHB 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.
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 applications.
 3. Applicants must apply for credit transfers at enrolment time or within 28 days of course commencement.
 4. Applicants wishing to apply for a credit transfer must apply using the '*credit transfer application form.*'
 5. Applicants must present his/her statement of attainment or qualification so the relevant Course Coordinator or Training Manager can assess and map the unit/s presented for credit transfer against the unit/s proposed to be delivered by NAHB.
 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. Documents will be verified with the issuing RTO if for any reason the NAHB staff member questions the authenticity of the documents.
 9. Credit Transfer is different from Recognition of Prior Learning.
 10. NAHB does not charge any fee for issuing credit transfer.
 11. Applicants have the right to access NAHB complaints and appeals process if they are not satisfied with the outcome decision of the Credit Transfer Application.

Procedure

1. Applicants applying for Credit(s) must complete the 'credit transfer application form', attach a copy of a verified Award or Statement of Attainment and submit the application to the Student Admissions.
2. Student admissions will forward this information the Training Manager.
3. The Training Manager will check the Award or Statement of Attainment and grant credit(s) for identical units that have been identified as being completed at another Registered Training Organisation.
4. 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.
5. This information can be found in the mapping guide published in the relevant Training Package (www.training.gov.au)
6. If the units are not equivalent as indicated by mapping guide, the applicant should will be referred for Recognition of Prior Learning (RPL). (Refer to Recognition to Prior Learning Policy and Procedure)
7. When NAHB grants credit transfers, the course duration is reduced. A new course duration will be calculated for the student and the CoE issued accordingly
8. The student will be notified by letter of the granting of the credit transfer/s and new course duration and the student will need to come into the office and sign the credit transfer Application form in acceptance.

9. Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer must be placed in the student files
10. The completed Credit Transfer Application form record must be signed by the student and the Course Training Manager.
11. Granting of Credit Transfers must be recorded as a unit outcome in the students file and the Student Information System
12. Any course duration reduction because of a Credit transfer (granted to students must be indicated on the Confirmation of Enrolment if granted prior to the issue of a visa or on PRISMS if granted after the issue of a visa.

Document History		
Version No, Date	Modification Details	Modifications made by:
1.0, June 2017	Published the first version of the policy	PG

Related Documents

Recognition of Prior Learning Policy and Procedure
Credit Transfer Application Form
Fee and charges policy

Documents where the Policy is Quoted

Website
Student Handbook
Pre-Enrolment Information Pack

Review Date: June 2019