

## Purpose:

**YES College** 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:

- a) AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
- b) authenticated VET transcripts issued by the Registrar.

The purpose of this policy is to facilitate a process for **YES College** to recognise AQF and VET qualifications and VET statements of attainment issued by any other RTO. The student can apply for the course credit/s at the time of enrolment. **YES College** will process and give the student a record of the course credit/s. Course credit/s may lead to a shortening of a student's course duration.

## Scope:

This policy applies to:

- Students enrolled at **YES College**
- **YES College** Marketing, Admissions, Academic, Student Services and Administrative staff.

All staff are made aware of the requirements of this policy through regular meetings, staff updates and continuous improvement practices. Students are made aware of this policy through the Student Handbook, during enrolment and orientation processes and also throughout the course.

## Requirement:

- Students must attach the certified copies of relevant documents with their application, and attach it to the Student Exemption Form. Alternatively, students can bring their original documents to the college, which will be copied and signed as sighted. Only completed applications will be processed.
- Examples of documents that may be required include but are not limited to:
  - Verified transcript(s) of past academic record(s) indicating the course(s) completed, year completed and grade obtained (including details of the grading system)
  - Supporting documentation must be a certified copy and translated in English if applicable;
  - A copy of the course description, including the syllabus or handbook outline; and
  - Any other information required by the Operations Manager
- **YES College** endeavours to complete the application assessment process within 14 working days of receiving an application or as soon as practicable.
- Records of all course credit applications and the outcome will be placed in the student's file.

## Procedure:

- 1) All students are made aware of their opportunity to applying for course credit using a “Student Exemption Form”. This is also supported by the information provided in the ‘*Student Handbook*’.
- 2) Students who have completed a Nationally Recognised qualification/unit that has the exact same code as a unit currently enrolled will be eligible for credit transfer for the unit(s).
- 3) The student must provide the original certificate to be sighted by College staff or certified copies of the original document to verify the Credit Transfer and attach it to the Student Exemption Form.
- 4) Once the complete application is received by student administration, a copy is made and is placed in the student’s file. **YES College** shall not keep original certificates at any time.
- 5) The application is then forwarded to the relevant Trainer/Assessor for assessment and outcomes determination. Where the student provides a USI transcript for Course Credit, the YES College Operations Manager will still exercise caution when using a student’s USI transcript to validate training achievements for the purpose of granting credit:
  - a. Exercise the same caution with printed or emailed PDF versions of a USI transcript provided by a student as YES College would with hard-copy certificates issued by RTOs.
  - b. The version accessible online directly by RTOs provides a stronger level of assurance, suitable for credit transfer purposes.
  - c. Always contact the organisation that delivered the training if **YES College** has any reason to be concerned about the authenticity of the credentials presented.
  - d. Advise the USI Office if **YES College** becomes aware of any fraudulent activity in relation to a USI transcript.
  - e. As the availability of the USI transcript is dependent on the AVETMISS reporting cycle, **YES College** may have to rely on the hard copy of certificates issued by RTOs to validate training undertaken recently.
- 6) Once the assessment is made, the Trainer/Assessor informs the student administration department of the outcome. The outcome is noted on the *Student Exemption Form*. A copy of this document is then forwarded to the student.
- 7) Where the student accepts the outcome and course duration is reduced as a result of course credits, Admissions staff will make relevant variations in the student’s COE via PRISMS.
- 8) Students who are not satisfied with the outcome of their application can appeal the decision using the procedure as detailed in **YES College**’s Complaints / Appeals policy and procedures.

## Reference:

This policy/procedure supports:

*Education Services for Overseas Students Act (2000)*, National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 2: Recruitment of an overseas Student.

Standards for Registered Training Organisations (RTOs) 2015, Standard 3. The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records. Clause 3.5.

**Documents/Forms:**

1. Student Exemption Form

**Revision History**

Version	Date	Revision Description
4.0	30 August 2021	Updated Credit Transfer Form to Student Exemption Form. Updated positions to reflect practice.
2.0	August 2018	to reflect changes in National Code
1.0	30 May 2018	Original