

International Screen Academy Pty Ltd.

Trading as:

Sydney Actors School

Sydney Film School

WATERLOOSTUDIOS



SYDNEY
ACTORS
SCHOOL



SYDNEY
FILM
SCHOOL

COURSE CREDIT CREDIT TRANSFER

Reference:

Standard 3 Clause 3.5 Credit Transfer

VERSION HISTORY

Policy Owner:		CEO Executive Chairman	Simon Hunter
Document Management:		General Manager	Ashley Curry
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V2.3	May 2019	Further customisation for ISA Pty Ltd	
V2.2	August 2018	Update to National Code 2018	
V2.1	May 2017	Edits for roles in RTO and update to National Code 2017	
V2.0	September 2016	Quality assurance check across documents with reference to ASQA fact sheets and ESOS Act changes & Explanatory guide	
v1.0	July 2016	New standards for RTO's 2015	

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COURSE CREDIT

PURPOSE

International Screen Academy Pty Ltd is a registered training organisation (RTO) and approved CRICOS provider.

As stated in the following policy and processes, course credit will affect the students course duration and the offer of a place. For international students the duration of the visa will be affected. This can happen before or after the course commences and will be handled in different administrative arrangements.

Course credit procedures are addressed here.

For international students, the related course duration and visa matters are covered in the separate policy on completion within the expected duration of study. (National Code Standard 9 – Deferring, suspending or cancelling)

Course credit is also relevant where International students transfer in or out of the College. This is covered in the separate policy on Overseas Students Transfer between Registered Providers (National Code 7).

REFERENCES

Standard 3	Clause 3.5 Providing credit for prior studies
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IMPLEMENTATION

The **Executive Chairman** is responsible for policy and implementation decisions.

The **General Manager** is responsible for the **office staff** handling enquiries, pre-enrolment and enrolment administration. He supervises the marketing teams and monitors **education agents**

The **General Manager** is responsible for ensuring the RTO implements recognition and credit policy and procedures. Where this has an impact of expected duration of study for an international student, this must be followed through as required in the National Code.

PROCESS

See the following policy on **credit and recognition**

See the National Code policy on **completion within the expected duration of study**.

CREDIT TRANSFER

PROCESS

The School undertakes to provide credit transfer to all students.

This means the School will recognise the qualifications and statements of attainment issued by other RTO's or AQF issuing organisations (such as universities) or the USI Registrar.

Definition:

Credit Transfer is a credentialing 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 or units of competency. These are usually issued by other RTO's.

This policy and the credit transfer application processes will be communicated on the website and understood by relevant managers, administration and trainers and assessors.

REFERENCES

Standard 3	Clause 3.5 Credit transfer – a credentialing process
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IMPLEMENTATION

The **Executive Chairman** is responsible for policy and implementation decisions.

The **General Manager** is responsible for the **office staff** handling enquiries, pre-enrolment and enrolment administration.

The **Administration staff** under supervision, will process the approved credit transfer in student records and databases and reporting.

The **General Manager** is responsible for ensuring the RTO implements credit transfer policy and procedures. Where this has an impact of expected duration of study for an international student, this must be implemented as required in the National Code. The credit transfer arrangements will arise where there are requests for transfer in from another provider.

PROCESS

Marketing material – Handbook

The website and Pre-enrolment Information including the Handbook and will include “non-technical” explanations of CT Credit Transfer and how this can be followed up by the individual on the application process and enrolment form and through student services.

We will give examples of likely Credit Transfer such as:

- Credit transfer where the overseas student requests a transfer into our College from another provider.
- Credit for units from a lower level qualification that are required in a higher-level qualification – such as Diploma of Screen and Media then an Advanced Diploma of Screen and Media
- Credit for units from a Diploma that can be used as electives in another Diploma course

Marketing material – Course information

The course specific information on the website and print material will provide details of the course and units and again state that credit transfer (CT) is available and this can be followed up by the individual on the application process and enrolment form and through student services

Enrolment form or Offer Letter

The enrolment form will include a tick box where the applicant can indicate s/he wants to apply for RPL and/or credit transfer (CT). The standard fees are paid and the student services follow up with the applicant.

For overseas students - decisions may need to be made prior to the letter of offer and confirmation of enrolment (CoE)

Recognition and credit transfer will affect the duration of the course and the expected study load. Therefore, where the application has been made prior to confirmation of the course, the credentialing and assessment made need to be undertaken. This will be on a case by case basis.

The student will be provided with the confirmation of the CT decision in writing which must be signed and accepted by the student in writing.

At Course Induction

Credit Transfer will be explained again at the commencement of the course with steps to follow. Induction includes a signed confirmation form that mentions Credit Transfer and is signed and files for each student.

The Credit Transfer Credentialing Process

Credit transfer is a limited credentialing decision process and not the same process as Recognition (as RPL or RCC) where a range of evidence and an assessment decision is required.

Credit transfer allows for full recognition or “advanced standing” for units of competency in a qualification based on identified equivalence.

Credit transfer does not involve an assessment process between the Assessor and the student.

For overseas students – The CT decisions made AFTER commencement of the course or on transfer from another provider will affect the study load and student visa.

Where credit transfer is applied for as part of a transfer from another provider or within the School/s operated by ISA but AFTER commencement of the course, this will affect the duration of the course and the expected study load. This will be on a case by case basis. See the Duration and Expected Study Load Policy.

Credit transfer can be administered by administration staff who are trained in this policy and procedure. Administration staff will be managing the USI data as well so they go together.

The Director of Education will read and interpret Qualification rules and provide advice on equivalence from references. She will provide informed written and verbal advice to administration if necessary and make consistent credentialing decisions for CT on behalf of the School.

The Director of Education will have the expertise to verify the details and authenticity of the copies of certificates and results issued by other RTO's and navigate the training.gov.au website and USI registry for details.

The staff will communicate with the other RTO if this is considered necessary.

The General Manager will manage the necessary changes to the AVETMISS software to input the correct candidate CT application information and generate results and certificates.

**See the Duration and Expected Study Load Policy.
See the Transfer Policy**

The student will be provided with the confirmation of the CT decision in writing.

The student's visa duration may require changes. A new letter of offer, agreement and CoE will be issued.

The tuition fees will be changed as a result of exemptions gained through credit transfer.

Professional development for Student Services staff

The General Manager will monitor the need for professional development concerning the recognition model and our procedures and will provide staff with appropriate training.

Credit Transfer Procedure:

Prior to sign off on a Credit Transfer the following conditions must apply and will be checked by the Manager. See the specific mapping and equivalence tables pre-prepared for the particular units and qualifications where there is a superseded and replacement qualification.

Issue /verification	Explanation	Decision check
Is the CT request from a current or expired Training package & qualification or unit	Credit transfer is offered for current and relevant qualifications on the RTO scope. Where the CT application is from an expired qualification, currency must be taken into consideration. As the date of issue gets further out, the CT decision becomes more complex. We refer to guidance for the Course	Current TP & Qual or AC - OK Expired TP & Qual or AC - If less than 5 years - YES give credit transfer. Longer than 5 years - internal policy is to discuss RPL.
Does the CT request meet the packaging rules	Is the CT for a core or listed elective in the packaging rules? OK. If the rules allow electives from another AQF level, or qualification or Training Package will the CT request still meet rules? We set conservative internal policy based on rules.	Core and listed electives - OK. Lower or higher AQF level elective - OK Imported elective - Case by case decision.
Does the CT request meet the Rules - vocational outcome ("job role")	Confirm the intended "vocational outcome" in the qualification and the requested CT units are appropriate and relevant to the vocational outcome for a worker- called "job roles"	Does the CT unit align to the candidate's job and the job roles in the qual - YES - OK NO - Refuse
Is the CT request affected by the Code version changes-equivalence	Units proposed as CT are "same" unit title with an old version codes. Use the TGA website - equivalence tables in the CURRENT training package to check on equivalence. Decision to confirm CT for the unit with the old code will depend on notes in the TGA mapping and equivalence table.	FULL equivalence - OK PARTIAL equivalence - CT decision will depend on the detail. -NOT OK Could be RPL NOT equivalent - No CT This means it is an RPL process not CT.
Our RTO does not have the requested unit on its scope **	Our RTO does NOT need the unit to be on its scope where it issues unit as a CREDIT TRANSFER. This is the only situation where we can issue something not approved on our scope.	If unit is relevant and appropriate, the Manager can still sign off as CT. Record of results and transcript MUST show as CT
Does the CT request have an RTO ID and True record of units achieved	Always undertake a certain level of checking on the authenticity of the certificates produced from another RTO or TAFE or other or USI Registry Check RTO is listed on TGA. Check address, number and signature of certificate against RTO contacts. Verify the qualification is/has been on scope of registration. Copies signed by a JP?	Go on the www.training.gov.au website to search for the College and scope of registration. Current or expired RTO is acceptable. Ask student for USI
Results - show	AVETMISS and Transcript must show CT.	Credit transfer is shown

CT on transcript	If we show C = competent, it assumes that: RTO has assessed something on scope (not correct)	as CT in the transcript of results.
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