

Credit Transfer Policy and Procedure

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1. PURPOSE

- 1.1 The purpose of this policy is to acknowledge the outcomes for components of a qualification based on identified equivalence in contact and learning outcomes between matched qualifications by students enrolled or intending to enrol in a course at Lennox College.

2. SCOPE

- 2.1 This policy applies to all international students enrolled or intending to enrol at Lennox College.

3. DEFINITIONS

- 3.1 Credit Transfer (CT) is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in contact and learning outcomes between matched qualifications. It is the granting of exemption or credit by a Registered Training Organisation to students for units of competency completed under accredited training.

4. POLICY STATEMENT

- 4.1 Lennox College accepts and provides credit to learners for units of competency where these are evidenced by:
- 4.1.2 AQF certification issued by another RTO or AQF authorised issuing organisation
 - 4.1.3 Authenticated VET transcripts issued by the Registrar
- 4.2 Students can apply for a credit transfer through the credit transfer application form at the commencement of their course or as soon as possible.
- 4.3 All applications are to be submitted to Administration and students are to provide a certified colour copy or the original documents so that these can be sighted and copied.

5. PROCEDURE

- 5.1 All students are provided with information about credit transfer at the enrolment and orientation process.
- 5.2 Students are to apply for a credit transfer through the credit transfer application form at the commencement of their course or as soon as possible.
- 5.3 All applications are to be submitted to Administration and students are to provide original documents so that these can be sighted and copied by Administration and kept in their files.
- 5.4 If the course credit is granted before the student visa grant, Lennox will indicate the actual net course duration in the CoE issued for the student of that course.
- 5.5 If the course credit is granted after the student visa grant, Lennox will report the change of course via PRISMS.

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- 5.6 All students who apply for credit transfer will be provided with a letter confirming the outcome of their application which must be signed or otherwise accepted by the student and be placed on the student file.

Records Management

- 5.7 Staff members must maintain all records relevant to administering this policy and procedure in the college recordkeeping system.

6. RELEVANT LEGISLATION AND DOCUMENTS

Documents

Credit Transfer Application form
Credit Transfer Outcome Letter
Student Complaints and Appeals Form
Student Complaints and Appeals Outcome Letter

Legislation

According to National Code 2018:

- 2.3 The registered provider must have and implement a documented policy and process for assessing and recording recognition of prior learning (RPL), and granting and recording course credit, if it intends to assess RPL or grant course credit. The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.
- 2.4 If the registered provider grants RPL or course credit to an overseas student, the registered provider must give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.
- 2.5 If the registered provider grants the overseas student RPL or course credit that reduces the overseas student's course length, the provider must:
- 2.5.1 Inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course
 - 2.5.2 Report any change in course duration in PRISMS.

7. FEEDBACK

College staff and students may provide feedback about this document by emailing:
compliance@lennoxcollege.edu.au

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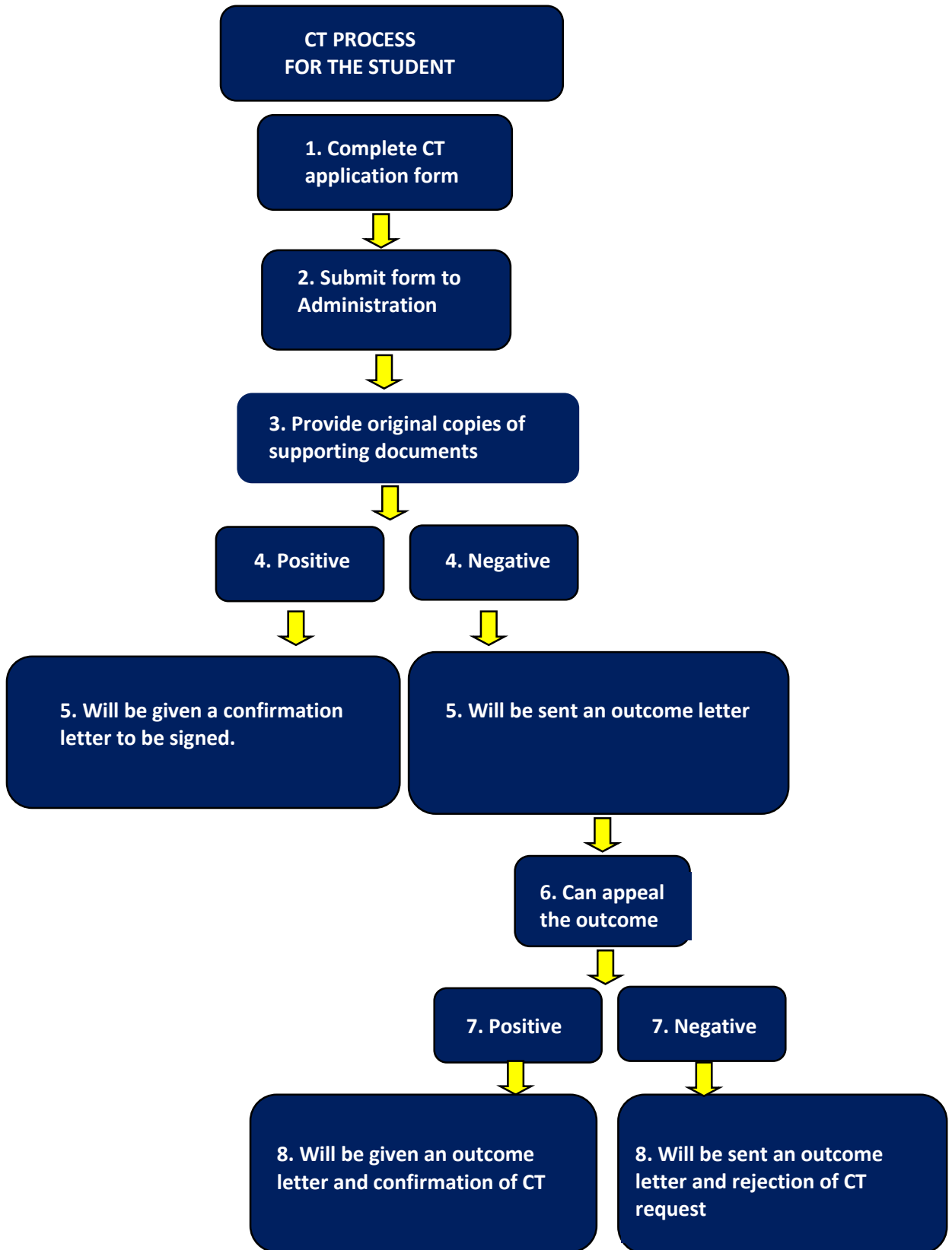
8. APPROVAL DETAILS

Approval	Details
Approval Authority	CEO
Administrator	Compliance Officer
Version	2.0

Approval and Amendment History	Details of Approving Authority	Date of Approval
Original Approval Authority and Date	CEO	20/09/2021
Amendment Authority and Date	Compliance Officer	23/04/2024

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9. FLOWCHART1



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10. FLOWCHART2

