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**Direct Credit Transfer Policy And Procedure**

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| **Regulation and Standards** | Standards for RTO’s std 3.5National Code Std 2 |
| **Policy** | Imagine Education Australia will recognise all qualifications issued by any other RTO.Learners can apply for Direct Credit Transfer for units of competency and/or modules (unless licensing or regulatory requirements prevent this) by submitting an Imagine Education Australia Direct Credit Transfer Application Form together with supporting evidence such as an original or certified copy of a Record of Results / Statement of Attainment.The Direct Credit Transfer Form is available from our website: [www.imagineeducation..com.au](http://www.imagineeducation..com.au/)Applications for Direct Credit must be submitted **prior** to the commencement of the applicable course. Credit will **not** be approved once a course has been completed. |
| **Procedure** | 1. Student completes and signs a Direct Credit Transfer Application Form together with a Record of Results / Statement of Attainment issued by Imagine Education Australia or from another RTO and submits to the applicable Trainer for assessment. The evidence must read ‘original sighted’ and be signed by the Trainer.
2. Compliance will authenticate the information by directly accessing the USI transcript online (if issued after 2015) or the Trainer will contact the organisation that issued the document to confirm the content is valid.
3. The Trainer will assess the qualification and units of competency for currency on [www.training.gov.au](http://www.training.gov.au)
4. The Trainer will highlight and sign next to each of the units to be granted for credit transfer and indicate the number receivable in the ‘office use only’ section of the Direct Credit Transfer Application Form.
5. The Trainer will apply the credits in Pepi and keep a hard copy on file of the highlighted and signed transcript with the students training plan.
6. The form and attachments are then submitted to AO1 who attaches a credit assessment form to the front of the application.
7. Where the EO for new proposals and then the form is placed in the scanning tray to be scanned to the students file. AO1 passes the application to SPO for assessment.
8. Where the SPO determines the student is eligible for a discount on their tuition fees, the SPO completes and signs the assessment form by calculating the cost per unit for that qualification by: dividing actual fees charged to student by the number of units for that qualification. Then multiply the cost per unit by the number of units granted as credit. This resulting figure is the discount the student receives on their full course tuition fees. Where the SPO determines the student is not eligible for a discount on their tuition fees, the form is placed directly into the scanning tray to be scanned to the students file.
9. SPO signs form and applies the discount to the student’s fees in Pepi (where applicable)
10. The SPO will credit the amount against the student’s future courses (if fees are owing) or issue a refund following the I.E.A refund policy. SPO processes and returns forms to scanning tray at Reception.
11. SPO contacts student to advise if approved, and student must sign acceptance of credit granted and new fees (where applicable).
12. Once the application is signed and accepted by the student, the form is given to EO for new proposals and then the form is placed in the scanning tray to be scanned to the students file (where applicable).

As Imagine Education Australia provides training in designated timetables, there will be no reduction in course duration. A student will **not** be required to attend classes for units that have already been acknowledged as a Direct Credit Transfer. |
| **Key** | AO1- Administration Officer 1SPO Student Payments Officer EO- Enrolments Officer |
| **Supporting Documentation** | * Direct Credit Transfer Application Form (available on the IE Portal)
* Credit Assessment Form (available on the IE Portal)
* Fees located on Imagine website
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| **Reviewed** | Annually, 6th April 2018 |
| **Version** | 2.7 |