**Direct Credit Transfer Policy And Procedure**

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| **Regulation and Standards** | Standards for RTO’s std 3.5 |
| **Policy** | Imagine Education Australia will recognise all qualifications issued by any other RTO.Students can apply for Credit and or Direct Credit Transfer from another RTO by submitting their original Statement of Attainment and an Imagine Education Australia Credit Transfer Application form. The Credit Transfer Form is available from our website: [www.imagineeducation..com.au](http://www.imagineeducation..com.au/) |
| **Procedure** | This is for a student who presents an Original Statement of Attainment from Imagine Education Australia or from another RTO. 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.

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| 1. Student completes Credit Transfer form, attaches Statement of Attainment, and submits to the AO1, who passes to trainer for assessment.
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| **Authenticate the paperwork**1. Trainer checks that the requested qualification is on our Scope of Registration.

www.training.gov.au |
| 1. Trainer checks the date to see when the student studied. Check the qualification code and name.
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| **Map to Units of Competency** 1. Trainer counts up the number of units granted for credit.
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| 1. Trainer returns the form to the student.
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| 1. Student submits the form to AO1 who attaches a credit assessment form to the front of the application.
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| 1. AO 1 passes the application to DofE for processing
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| **Calculate the cost of the proposed training.** 1. DofE 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 X number of units granted as credit. This figure is the discount the student receives on their full course tuition fees.
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| 1. DofE signs form and passes to SPO who applies the discount to the students fees in Pepi.
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| 1. SPO contacts student to advise if approved, and student must sign acceptance of credit granted and new fees.
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| 1. 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.
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**Length of time required to complete the training**

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| As Imagine Education Australia provide training in designated timetables there will be no reduction in time. A student will however not be required to attend classes for units that have already been acknowledged as a Direct Credit Transfer. |

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| **Key** | AO1- Administration Officer 1DofE – Director of EducationSPO Student Payments Officer EO- Enrolments Officer 1 |
| **Supporting Documentation** | * Direct Credit Application form i.e. portal/ forms and procedures/ Administration Forms/ Application Forms/Recognition Credit transfer and RPL Application forms and IEA website
* Credit Assessment Form i.e. i.e. portal/ forms and procedures/ Administration Forms/ Application Forms/Recognition Credit transfer and RPL Application forms and IEA website
* Fees located on Imagine website
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| **Reviewed** | Annually |
| **Version** | 2.4, 12th Sept 2016 |