

<p><b>Regulation and Standards</b></p>	<p>Standards for RTO's Std 3.5 National Code Std 2 Skills Assure Audit Evidence Requirements (VET Investment Programs and User Choice 2021-24)</p>
<p><b>Policy</b></p>	<p>Imagine Education Australia will recognise all qualifications issued by any other Registered Training Organisation (RTO).</p> <p>Learners can apply, at the time of application, for direct credit transfer for units of competency and/or modules (unless licensing or regulatory requirements prevent this) by providing evidence of a USI Transcript or an original or certified copy of a Record of Results / Statement of Attainment.</p> <p>Before applying credits, Imagine Education will authenticate the information by either directly accessing the USI transcript online for any student that has activated permission for Imagine Education to do so in the USI Registry System, or by contacting the organisation that issued the document to confirm the content is valid.</p> <p>Imagine Education will still exercise caution when using a student's USI transcript to validate training achievements for purposes of gaining credit:</p> <ul style="list-style-type: none"> <li>• By exercising the same caution with printed or emailed PDF versions of a USI transcript provided by a student as would be done with hard-copy certificates issued by RTOs.</li> <li>• By directly accessing the online version made available by RTOs when possible, which provides a stronger level of assurance, suitable for credit transfer purposes.</li> <li>• By always contacting the organisation that delivered the training if there are any reasons to be concerned about the authenticity of credentials presented.</li> <li>• By advising the USI Office of any fraudulent activity in relation to a USI transcript.</li> <li>• As the availability of the USI transcript is dependent on the AVETMISS reporting cycle, Imagine Education may have to rely on the hard copy of certificates issued by RTOs to validate training undertaken recently.</li> </ul> <p><b>*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.</b></p> <p><b>* If full price for the course is paid, the learner is eligible for a reduction in fees for the credit transfers.</b></p>
<p><b>Procedure</b></p>	<ol style="list-style-type: none"> <li>1. Student presents a USI Transcript or an original or certified copy of a Record of Results / Statement of Attainment at the time of application for enrolment.</li> <li>2. This evidence is sent to the compliance officer (CO), who will authenticate the evidence and evaluate the number of credits.</li> <li>3. CO processes application and applies discount for credits where applicable and approved.</li> <li>4. CO to generate and issue invoice with discounted fees for credits.</li> <li>5. CO enters the credits into SMS and generates a training plan that outlines that units credited.</li> <li>6. Student is advised of credit transfers applied via the training plan which is attached to the confirmation on enrolment email.</li> </ol> <p><b>Where a credit transfer is identified after student contribution fee has been generated/paid;</b></p> <ul style="list-style-type: none"> <li>○ CO to update SMS and generate an updated training plan.</li> <li>○ CO to email training plan to the student and CC: trainer.</li> <li>○ CO notifies SPO of credit transfer.</li> <li>○ SPO to create adjustment in SMS for the credit.</li> </ul>

	<ul style="list-style-type: none"> <li>○ SPO to contact student and advise a refund is due.</li> </ul> <p>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.</p>
<b>Key</b>	<p>CO - Compliance Officer  SPO - Student Payments Officer  SMS - Student Management System  RTO - Registered Training Organisation</p>
<b>Supporting Documentation</b>	<ul style="list-style-type: none"> <li>● Fees located on Imagine website</li> </ul>
<b>Reviewed</b>	Annually, 14/04/2023
<b>Version</b>	1.7
<b>Locations</b>	IE Portal, Domestic website