



INTERNATIONAL COURSE CREDIT POLICY AND PROCEDURE

RESPONSIBLE for:

Ensure Compliance: Chief Executive Officer/ Quality Management Committee

Directly Responsible: The Course Coordinator/State Educator will be responsible for explaining National Recognition, Credit Transfer (CT) and Recognition of Prior Learning (RPL) process and providing the documentation to students and ensuring applicants correctly complete the CT and RPL application form.

The Course Coordinator State Educator/Assessor will be responsible for the conducting the RPL and verifying the credit transfer

Adhering to Policy: All Melbourne Institute of Training and Technology Pty Ltd Personnel

GOVERNING STANDARDS

Commonwealth legislation (information may not be limited only to this legislation)

- ESOS Act 2000

The standard that govern this Policy and Procedure is Standards for RTOs 2015 Standard 3: Clause 3.5 & National Code Standard 12 and 14.2

PURPOSE

If a Registered Provider grants course credit to international students; then, the requirements are prescribed by Standard 12 of National Code 2007 Part D.

A Registered Providers must:

- Document procedures for granting and recording course credit
- Provide record of program credit to the student, which must be signed or otherwise accepted by the student.
- Copy of student's acceptance of Course Credit must be placed on student's file.

Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

Document Name	International Course Credit Policy and Procedure	Company name	MITT	Issued:	July 2018	Ver 2
Authorised by QMC	CRICOS # 03529J	RTO # 41577	Review:	24 months		
©Melbourne Institute of Training and Technology Pty Ltd ABN: 47612630010					Page 1 of 8	

Definitions:

Credit Transfer (CT)

- Credit transfer assesses the initial course or subject that an individual's using to claim access to, or the award of credit in, a destination course. The assessment determines the extent to which the client's initial course or subject is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning that is outside the AQF.

Recognition of Prior Learning (RPL)

- *An assessment process that assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.*

National Recognition

- *Recognition by an RTO of the AQF qualifications and statements of attainment issued by all other RTO in all state and territories, thereby enabling national recognition of the qualifications and statements of attainment issued to any person.
(The Course Coordinator/State educator will confirm which units the student can get an exemption for)*

National Recognition and Credit Transfer (CT)

MITT recognises AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation in Australia. Students may request credit for a unit or course/program based on study in a unit or course/program at another institution that is within the same training package. Suitable documentation such as a Statement of Attainment must be provided when applying for Credit Transfer or National Recognition.

Requirement:

1. The students can apply for Credit Transfer or National Recognition before or after the Letter of Offer. If it is applied for after the Letter of Offer it should be applied within 2 weeks of the Course Commencement date.
2. If Credit Transfer or National Recognition is granted before the visa grant, the actual duration of the course, and the actual course fees, will be set out in the confirmation of enrolment (CoE)
3. If the Credit Transfer or National Recognition is granted after the student visa grant, any change in the course duration will be reported through PRISMS within 14 days of the event.
Please note that the student must continue to attend classes as per timetable until the Credit Transfer or National Recognition application outcome is approved by MITT.
4. MITT will ensure that all CT or National Recognition applicants are provided with:
 - I. CT and National Recognition information including (Course credit form):
 - application form (is available on MITT's website and on request from SSO);
 - Information on all aspects of collecting and submitting evidence of attainment of the unit(s)/course, which were obtained at another RTO (i.e. transcripts/certificates) prior to submitting a CT or National Recognition application.
 - II. Support and guidance in completing the CT or the National Recognition application form;
 - III. The opportunity to obtain feedback and/or further information on completing all aspects of the CT or the National Recognition application prior to submission.
5. All documentary evidence of training, including Certificates/Diplomas, Statement of Results and Statement of Attainment provided must be original, official or certified documents and must be signed and sealed by the issuing Australian RTO.

Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

Document Name	International Course Credit Policy and Procedure	Company name	MITT	Issued:	July 2018	Ver 2
Authorised by QMC	CRICOS # 03529J	RTO # 41577	Review:	24 months		
©Melbourne Institute of Training and Technology Pty Ltd ABN: 47612630010						Page 2 of 8

6. Once the CT or the National Recognition application is submitted and received by MITT the application will be checked and verified to ensure that all details of the applicant, course, units of competency, evidence and payment are correct. MITT will endeavour to inform the applicant within ten (10) working days of receiving the application with:

- any inconsistency or erroneous data/information supplied;
- any evidence material supplied which does not fulfill the evidence requirements.

After the receipt of all documentation, MITT will advise the student that the application is to be assessed by the Course Coordinator/State Educator.

7. On completion of the CT or the National Recognition application, it will then be assessed by the Course Coordinator/ State Educator

- I. If the student is *offshore* the student will be informed through email if further attainment evidence required.
- II. If the student is *onshore* the Course Coordinator/ State Educator might request for the applicant to attend a CT or National Recognition interview. Applicants are welcome to bring a support person (e.g. relative or friend);

- further attainment evidence;
- seek further advice from any peer or third party stakeholder.

8. The application form once validated, the applicant is advised of the Course Credit application outcome and of MITT's Complaints and Appeals procedure (only if unsuccessful).
9. All the records of CT or the National Recognition will be maintained on individual student file.
10. Data to be entered on the Student Electronic Management System once CT or the National Recognition process is completed.
11. The outcome code for both credit transfer and national recognition is CT.

Recognition of Prior Learning (RPL)

Requirement:

1. The students can apply for RPL before or after the CoE is issued. It should be applied for within 2 weeks of commencing the Course.
2. Any change to the duration of the Course will be reported, through PRISMS, within 14 days of the decision to grant the RPL, if RPL is conducted after the Coe is issued.
3. *Please note that the student must continue to attend classes as per timetable until the RPL application outcome is approved by MITT if the student has already enrolled in the course.*
4. The RPL process will be structured in a way so as to minimize cost, time and effort to both the applicant and MITT whilst retaining National VET Regulating Standards (SNR) integrity and Training Packages requirements.
5. All documentary evidence of training, including: work experience or other relevant documents (e.g. Certificates/Diplomas, personal or work references and licenses) submitted, and which claim skills and knowledge gained, **must be in English** and **must be signed and sealed** by the appropriate organisation/company representative (e.g. CEO Director, Manager or Training/HR Manager).
 - If original evidence submitted was issued in a language other than English then a "Certified English" translation compiled by a registered translation service or professional will be required.

Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

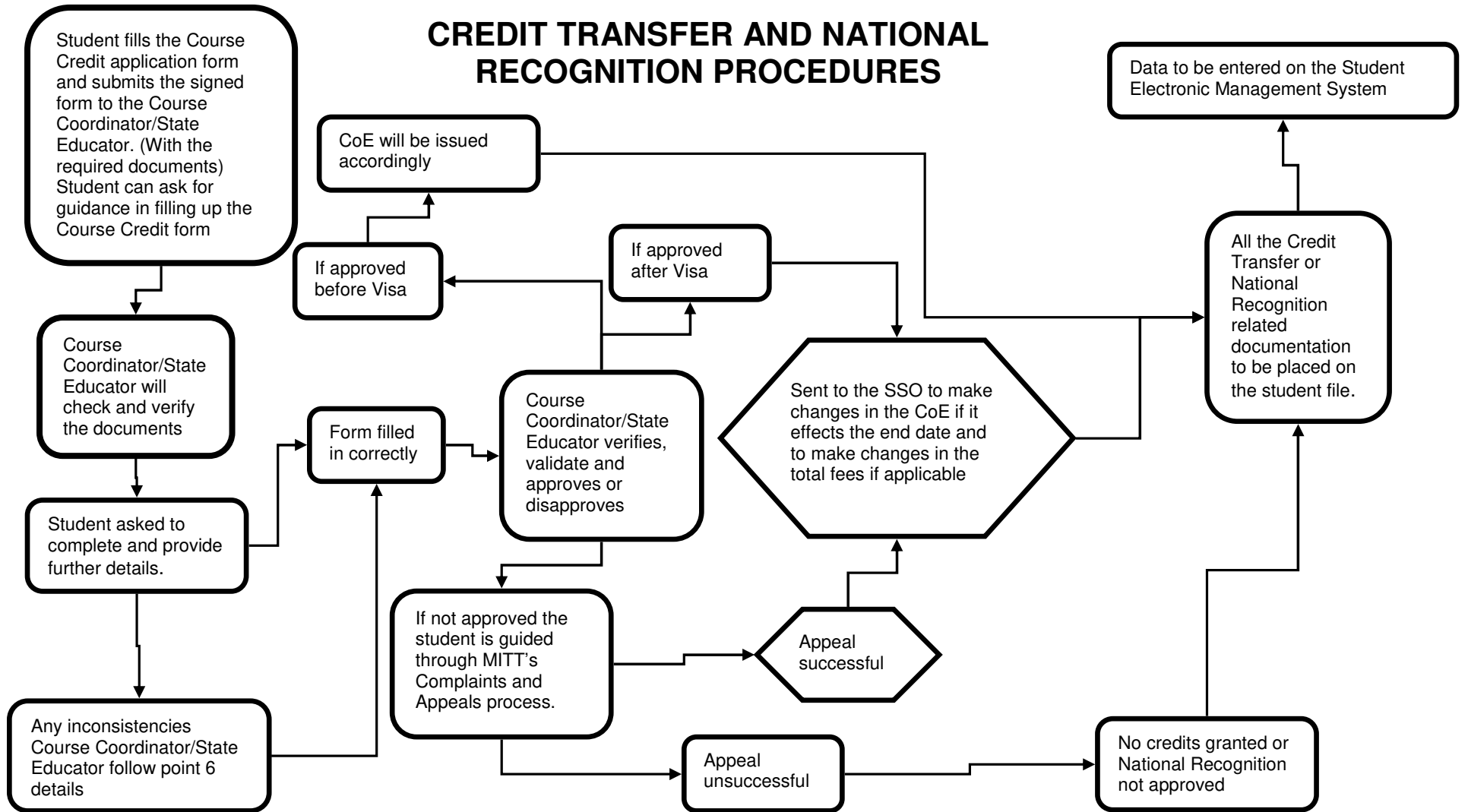
Document Name	International Course Credit Policy and Procedure	Company name	MITT	Issued:	July 2018	Ver 2
Authorised by QMC	CRICOS # 03529J	RTO # 41577	Review:	24 months		
©Melbourne Institute of Training and Technology Pty Ltd ABN: 47612630010					Page 3 of 8	

6. Once all the evidences and forms are submitted the assessor conducts a competency conversation and may decide to observe the student in the work place.
(Please note: this process will be agreed on when preparing the RPL assessment plan with the student during the initial visit)
7. Additional evidence is provided through further interviews, conversations, written evidence and/or workplace assessments. At this stage you will also need to have the Third Party Kit completed.
8. The assessor will then proceed to assess and judge the RPL application with the information obtained from the RPL application, the self assessment questionnaire, the RPL conversation, practical test(s) and any other evidence provided or obtained, including third party reports or advice from supervisors. The assessor shall endeavour to assess (within 28 working days) the RPL application for a qualification or unit of competency.
9. The applicant is advised of the RPL application outcome and of MITT's Complaints and Appeals procedure (only if unsuccessful).
10. All the records of RPL will be maintained on individual student file.
11. Data to be entered on the Student Electronic Management System.

Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

Document Name	International Course Credit Policy and Procedure	Company name	MITT	Issued:	July 2018	Ver 2
Authorised by QMC	CRICOS # 03529J	RTO # 41577	Review:	24 months		
©Melbourne Institute of Training and Technology Pty Ltd ABN: 47612630010					Page 4 of 8	

CREDIT TRANSFER AND NATIONAL RECOGNITION PROCEDURES



Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

Document Name	International Course Credit Policy and Procedure	Company name	MITT	Issued:	July 2018	Ver 2
Authorised by QMC	CRICOS # 03529J	RTO # 41577	Review:	24 months		
©Melbourne Institute of Training and Technology Pty Ltd ABN: 47612630010					Page 5 of 8	

Melbourne Institute of Training and Technology

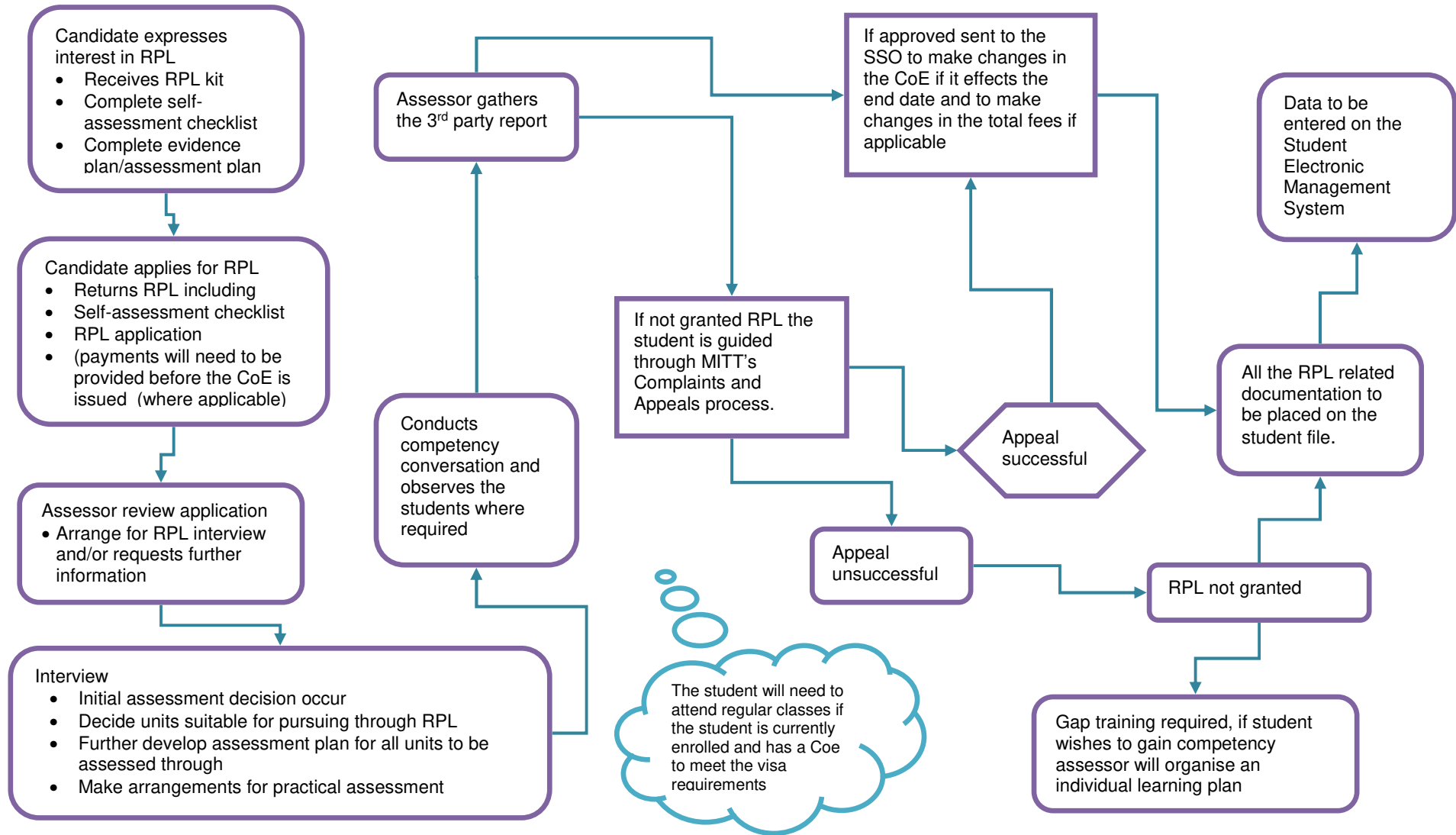
Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

Document Name	International Course Credit Policy and Procedure	Company name	MITT	Issued:	July 2018	Ver 2
Authorised by QMC		CRICOS # 03529J	RTO # 41577	Review:	24 months	
©Melbourne Institute of Training and Technology Pty Ltd ABN: 47612630010					Page 6 of 8	

RECOGNITION OF PRIOR LEARNING PROCEDURE (RPL)

Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

Document Name	International Course Credit Policy and Procedure	Company name	MITT	Issued:	July 2018	Ver 2
Authorised by QMC		CRICOS # 03529J	RTO # 41577	Review:	24 months	
©Melbourne Institute of Training and Technology Pty Ltd ABN: 47612630010					Page 7 of 8	



Disclaimer: Once this document is removed from the owner drive or printed this document is no longer controlled.

Document Name	International Course Credit Policy and Procedure	Company name	MITT	Issued:	July 2018	Ver 2
Authorised by QMC	CRICOS # 03529J	RTO # 41577	Review:	24 months		
©Melbourne Institute of Training and Technology Pty Ltd ABN: 47612630010					Page 8 of 8	