
Purpose:

Duke College accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- a) AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
- b) Authenticated VET transcripts issued by the Registrar.

The purpose of this policy is to facilitate a process for Duke College to recognise AQF and VET qualifications and VET statements of attainment issued by any other RTO. Students can apply for the course credit/s at the time of enrolment or within two weeks of commencement of studies. Duke College will process and give students a record of the course credit/s. Course credit/s may lead to a shortening of a student's course duration.

Scope:

This policy applies to:

- Students enrolled at Duke College
- Duke College Marketing, Admissions, Academic, Student Services and Administrative staff.

All staff are made aware of the requirements of this policy through regular meetings, staff updates and continuous improvement practices. Students are made aware of this policy through the website, during the enrolment and orientation processes.

Requirement:

- Students must attach the certified copies of relevant documents with their application, attach to the Credit Transfer Form. Alternatively, students can bring their original documents to college, which will be copied and signed as sighted. Only completed applications will be processed.
- Examples of documents may be required include but not limited to:
 - Verified transcript(s) of past academic record(s) indicating the course(s) completed, year completed, and grade obtained (including details of the grading system)
 - Supporting documentation must be a certified copy and translated in English if applicable.
 - A copy of the course description, including the syllabus or handbook outline; and
 - Any other information required
- Duke College endeavours to complete the application assessment process within 14 working days of receiving an application or as soon as practical.
- Records of all course credit applications and the outcome will be placed on the student's file.

Procedures:

- 1) All students are made aware of their opportunity to apply for course credits using a "Credit Transfer form". This is also supported with the information provided in the 'Student handbook'.
- 2) Students who have completed a Nationally Recognised qualification / unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the similar unit(s).
- 3) Students must provide the original certificate to be sighted by the College staff or certified copies of original document to verify the Credit Transfer and attach to the Credit Transfer Form.
- 4) Once the complete application is received by student administration, a copy is made and is placed on the student's file. Duke College shall not keep original certificates at any time.
- 5) The application is then forwarded to the relevant Course Coordinator for assessment and outcomes determination.
- 6) Once the assessment is made, the Course coordinator informs the student administration department of the outcome. The outcome is noted on the *Credit Transfer Form*. A copy of this document is then forwarded to the student.
- 7) Where a student accepts the outcome and course duration is reduced as a result of course credits, CEO / Director of Studies will make relevant variations in student's COE via PRISMS.
- 8) Students who are not satisfied with the outcome of their application can appeal the decision using the procedure as detailed in Duke College Complaints and Appeals policy.

Reference: -

This policy/procedure supports:

Education Services for Overseas Students Act (2000), National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 2: Recruitment of an overseas Student, Clauses 3-5.

National Vocational Education and Training Regulator Act (2011), Standards for Registered Training Organisations (RTOs) 2015, Standard 3. The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records. Clause 3.5.

Documents/Forms:

1. Credit Transfer Form