

## 1. Purpose

This policy relates to students enrolled by the divisions of Niche Education Group Pty Ltd (Niche) and by its Training Partner Organisations (TPOs), including:

- Australasian Academy of Cosmetic Dermal Science (AACDS),
- Australian College of Beauty Therapy (ACBT),
- Australian College of Specialist Make-Up (ACSM),
- Australasian College of Massage & Myotherapy (ACMM), and
- all current TPOs who advertise, market deliver and assess on behalf of Niche Education in relation to Niche's Scope of Registration.

It is the policy of Niche to ensure that the divisions and TPOs on Niche take a consistent and fair approach to applying credit transfer for students where appropriate by recognising learners prior qualifications, skills and competencies, in accordance with registration and contractual obligations, in particular the *Standards for Registered Organisations (RTOs) 2015*.

The policy relates to all students enrolled with the divisions of Niche and also to all students enrolled through the Training Partner Organisations (TPOs) of Niche.

## 2. Definitions

For the purposes of this document the following applies:

**Credit Transfer (CT)** is the process of recognising qualifications attained by a student through studies with another Registered Training Organisation (RTO) or any authorised issuing organisation, such as a university, where this is evidenced by AQF certification documentation.

**Course credit** is defined by the National Code 2007 as '*Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning (RPL).*'

**Certificate Documentation** refers to a document certifying that a person has received specific education and includes documents such as Qualification Testamurs; Record of Results, and Statement of Attainments.

**Authentic** refers to student certificate documentation that has been checked to be true, and its contents are valid. Authentic documents may include original documents and certified or verified copies of original documents.

**Currency** relates to the student's ability to demonstrate current industry skills, knowledge and understanding, so the certificate documentation provided should be either from the present, or from the recent past (i.e. within the last 5 years). Units from both current and superseded Australian training packages will be accepted for credit transfer, provided that equivalency mapping is completed.

**Registered VET Provider** refers to an Australian Registered Training Organisation (RTO), TAFE or Community College that is approved to deliver, assess and issue training products in accordance with the National VET Regulator Act, governed by ASQA or a State Registering authority, as listed on [www.training.gov.au](http://www.training.gov.au)

**Mutual Recognition** refers to the recognition and acceptance by a Registered Training Organisation (RTO) of AQF qualifications and Statements of Attainment issued by other RTOs, enabling individuals to receive national recognition for their achievements.

**Training Partner Organisations** - any organisation that provides services on behalf of Niche Education Group Pty Limited, including training, assessment, related educational and support services, and/or any activities related to the

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recruitment of prospective domestic Students. As the lead Registered Training Organisation (RTO) under such arrangements, Niche Education Group Pty Limited (Niche) is responsible for ensuring all such services provided are in accordance with statutory obligations.

**RTO** - Registered Training Organisation

**Niche** - Niche Education Group Pty Ltd, ABN 29 166 420 369

**Student** - refers to a person enrolled or seeking to enrol in any course or unit of study at Niche or at one of its TPOs. A student or a potential student can be either a domestic or overseas student. For the purpose of VET Fee Help / VET Student Loans, the term 'student/s' refers to all persons enrolled or seeking to enrol in a unit of study that meets the course requirements under subclause 45(1) of Schedule 1A of the Act who are, or would be entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act or who have gained enrolment into a Niche course whether delivered directly or through a Training Partner Organisation.

**VET** - Vocational Education and Training

### 3. Overview

- Niche is committed to providing a fair, equitable and systematic approach to Credit Transfer (CT).
- All students will be provided with information about CT, including information about the CT process and associated fees and charges, prior to their enrolment in a course.
- Students that are unable to demonstrate their currency when applying for CT at the time of enrolment will be provided with a summary of reasons why their application for CT was not approved, along with additional information on the fees and charges associated with completing the relevant unit(s) of competency.
- Niche will provide information to prospective students regarding the process of applying, reviewing, granting or rejecting applications for CT.
- Applications for CT will be considered on a case-by-case basis in a timely manner, to ensure that students can make well-informed decisions about the study options available to them.
- Students will not receive learning or assessment for units of competency where CT has been granted.

### 4. Responsibility

The Chief Executive Officer (CEO) is responsible for implementation of this policy and procedure and ensuring that all staff and Training Partner Organisations are fully trained in its operation and Students are made aware of its availability.

### 5. Policy

Niche, including all its divisions and Training Partner Organisations, will recognise units of competency issued by other registered VET providers and will provide CT for equivalent units of competency at no cost to the student, as part of Niche's admission process or during a student's academic progression.

### 6. Procedures

This policy and procedure applies to all prospective students applying for Credit Transfer of units of competency incorporated in their chosen course, as follows:

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- A form for the application of Credit Transfer is available from Niche Education Group Pty Ltd campus or at the campus of any TPO, upon application for enrolment into a qualification.
  - Students are required to complete and submit the Credit Transfer application form together with evidence of their Record of Achievement or Statement of Attainment stating the unit of competency students are applying for credit. Evidence can be photocopies or scanned images of the original transcripts that have been certified by a suitable person to be a true copy of the originals.
  - Students applying for credit transfer will not incur any fees or charges in doing so.
  - Students should be aware that incomplete applications may result in a rejection and/or delay in processing of the application.
  - Students granted credit for any part of their course, will be exempt from study and will not be required to repeat any learning or assessment activities for the relevant units of competency, where credit transfer has been granted. Exemptions will only to be granted where it can be shown that the student has successfully completed the same or other closely similar studies that are:
    - of a similar duration
    - studied at a similar or higher level
    - of similar content
  - Students will be given a copy of the course credit for their records, and a copy will be kept on the student's file and academic staff of Niche will advise the student of the adjustment to the students study plan to meet the individual student's needs.
  - Students are required to sign (or otherwise accept) the record of the course credit.

### **Processing the application for Credit Transfer**

#### **Students enrolled directly with Niche**

The processing of a student's application for Credit Transfer if they are enrolled directly with one of the divisions of Niche is as follows:

Student Administration staff receiving the completed application for CT, will pass this on to the Training Coordinator, or trainer assessors who deliver the course and have the responsibility for processing CT applications.

The Training Coordinator/Trainer assessor responsible for the course will:

- Check the student's application form to ensure it is correctly filled out and is complete. If the form is incorrectly completed or incomplete, the staff member is to contact the student to obtain correct and complete details or return the application form to the student requesting further details.
- Check the student's certificate documentation for authenticity and whether copies of originals have been certified as true copies of originals, or if sighting of original documents are verified by a delegate of Niche.
- Check the date of issue of all certification documentation for currency. Equivalency cannot be determined beyond 5 years from the date of issue of a qualification.
- If certificate documentation is older than 5 years old and/or not authentic, the staff member will contact the student in writing to advise them of certificate documentation requirements.
- Grant or deny the student's CT application based on the complete and correct application form and the certificate documentation presented.
- Inform the student in writing if CT has been granted or denied. If denied, provide reasons for decision/judgment.

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- Record the judgement in the student management system, or inform Student Administration of application judgement in order to update and maintain the student record accordingly.
  - All evidence including certificate documentation, is to be placed in the student's file.
  - Where CT has been granted, a revised training plan and schedule of training are to be provided to successful students.
  - Tuition Fees or VET Student Loans for successful applicants will be adjusted according to the number of unit exemptions provided by Niche.

### **Students enrolled with one of Niche's Training Partner Organisations**

The processing of a student's application for Credit Transfer if they are enrolled directly with one of the TPOs of Niche is as follows:

Student Administration staff of the relevant TPO receiving the completed application for CT, will pass this on to the Training Coordinator or trainer assessors who deliver the course and have the responsibility for processing CT applications.

The Training Coordinator/Trainer assessor of the relevant TPO that is responsible for the course will:

- Check the student's application form to ensure it is correctly filled out and is complete. If the form is incorrectly completed or incomplete, the staff member is to contact the student to obtain correct and complete details or return the application form to the student requesting further details.
- Check the student's certificate documentation for authenticity and whether copies of originals have been certified by a justice of the peace as true copies of originals, or if sighting of original documents are verified by a delegate of Niche.
- Check the date of issue of all certification documentation for currency. Equivalency cannot be determined beyond 5 years from the date of issue of a qualification.
- If certificate documentation is older than 5 years old and/or not authentic, the staff member will contact the student in writing to advise them of certificate documentation requirements.
- Grant or deny the student's CT application based on the complete and correct application form and the certificate documentation presented.
- Inform the student in writing if CT has been granted or denied. If denied, provide reasons for decision/judgment.
- Record the judgement in the student management system, or inform Student Administration of application judgement in order to update and maintain the student record accordingly.
- All evidence including certificate documentation, is to be placed in the student's file.
- Where CT has been granted the TPO will advise the student of the adjustment to the students study plan to meet the individual student's needs.
- Provide the Student Administration of Niche with evidence of the students certification documentation and evidence of the Credit Transfer being issued
- Tuition Fees or VET Student Loans for successful applicants will be adjusted according to the number of unit exemptions provided by Niche.

### **Timeline of application**

Niche will endeavor to process CT applications within five (5) working days of the date of receipt of the application, provided that all necessary documents have been submitted by the student, and there are no external factors preventing the process.

### **Appealing a judgement**

If a student is dissatisfied with the decision/judgement of the trainer assessor, he/she has the option to appeal against the decision, but must do so within twenty (20) working days of the date the written notification was provided to the student.

### **Certificates**

Niche will not issue certificate documentation at the time that CT is processed. Certificate documentation will only be issued upon completion of the qualification by the student. Certificate documents, such as the Record of Results will display a result of 'CT' (Credit Transfer) for all units where CT has been provided.

Statements of Attainment issued to students withdrawing from a course, will not include any units for which CT was provided by Niche.

## **7. Overseas Students**

NICHE will not provide direct Credit Transfer for qualifications that are not issued under the Australian Qualifications Framework, such as those issued by another country's education and qualification issuing authorities.

Overseas students enrolling with Niche will be entitled to apply for Recognition of Prior Learning (RPL) where qualifications and Statements of Attainment have been obtained in another country. For further information, refer to Niche RPL Policy.

## **8. Statutory and Regulatory Compliance**

Standards for Registered Organisations (RTOs) 2015

- Clause 3.5 (a & b)
- Clause 4.1
- Clause 5.1

National Code

- Standards 12.1 & 12.2

## **9. Related Policies and Procedures**

- RPL Policy & Procedure

## **10. Publication**

This *Credit Transfer Policy and Procedure* will be made available to Students through publication on the website [www.nicheeducation.com.au](http://www.nicheeducation.com.au), through the websites of its TPOs, from the reception at each campus of both Niche and its TPOS, and will also be provided in the Pre-enrolment Interview.

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