

1. Purpose

This policy relates to students enrolled by Colleges of Niche Education Group Pty Ltd (Niche) 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 to any current Training Partner Organisations (TPOs) where applicable.

This policy ensures a consistent and fair approach to applying credit transfer will be taken by recognising learner's prior qualifications, skills and competencies.

2. Definitions

For the purposes of this document the following applies:

Authentic refers to student certificate documentation that has been checked to be true, and its contents are valid.

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.

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, here this is evidenced by AQF certification documentation. Units from both current and superseded Australian training packages will be accepted for credit transfer, equivalency mapping will be completed as necessary.

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

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.

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 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.

USI Transcript - A USI is your individual education number for life. It also gives you an online record of your VET training undertaken in Australia. A USI Transcript can be generated through the USI Register.

3. Responsibility

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

4. Policy

Niche will recognise units of competency issued by other registered VET providers and will award 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.

- 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 process and associated fees and charges, prior to their enrolment in a course.
- Students may not apply for credit transfer for units of competency or qualification which are not included in Niche's scope of registration.
- Credit transfer may only be awarded for whole units of competency. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and the applicant will be advised to seek RPL.
- Credit transfer will only be issued when the student's enrolment includes at least one other unit of competency for which the student is participating in training or is seeking recognition. Student may not enrol only for credit transfer.
- Students that are unsuccessful in their application will be provided with a summary of reasons why their application was not approved, along with additional information on the fees and charges associated with completing the relevant unit(s) of competency including possibility of RPL.
- 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.

5. Procedure

5.1. Externally Completed Units

When a student has completed units of competency for which they would like to receive credit that were not issued by Niche or any of its Colleges the following applies:

- The RPL & Credit Transfer Application Form is available from campus, from a staff member, or on the website, and is provided upon application for enrolment into a qualification.
- Students should be aware that incomplete applications may result in a rejection and/or delay in processing of the application.
- Students are required to complete and submit the Credit Transfer Application Form together with supporting evidence of their achievement. Evidence can be photocopies or scanned images of the original transcripts. A USI Transcript can be provided via PDF or as a verifiable link.
- Authentication of the supplied achievement evidence will be completed with evidence retained in the student file. This can be in two ways:
 - Contacting the issuer via email, or
 - If the issuer is no longer active, and a USI Transcript is not available, the regulator may need to be contacted
 - Verifying via an authentication link
- Analysis to determine equivalency will be undertaken. This may include checking the register on training.gov and / or completing a mapping exercise.
 - Where a unit has been determined "superseded and equivalent" on training.gov it will automatically be determined to be equivalent.

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- Where a gap is identified the student is to be referred for RPL or training and assessment.
 - A final decision on granting of credit shall be determined.
 - If the Credit Transfer is granted the student will be exempt from study and will not be required to repeat any learning or assessment activities for the relevant units of competency.
 - Outcome of the decision will be provided to the student including information of any adjustments to the student's study plan and expected fees.

5.2. Internally Completed Units

When a student has completed units of competency at any of the Niche Colleges for which evidence of completion is retained in the current student management system the following applies:

- If the student is re-enrolling into the same or a different course the RPL & Credit Transfer Application Form will be made available from campus, from a staff member, or on the website, and is provided upon application for enrolment into a qualification.
- The student is to complete and return the application for credit without the requirement to provide any evidence of achievement as this should be available in the student management system.
- The student management system records will be checked to confirm that the student has been awarded the unit of competency previously from one of the Colleges.
 - A copy of the evidence to support this will be extracted from the student management system, as a PDF or other style of report, and saved in the student file.
- Analysis to determine equivalency will be undertaken. This may include checking the register on training.gov and / or completing a mapping exercise.
 - Where a unit has been determined "superseded and equivalent" on training.gov it will automatically be determined to be equivalent.
 - Where a gap is identified the student is to be referred for RPL or training and assessment.
- A final decision on granting of credit shall be determined.
- If the Credit Transfer is granted the student will be exempt from study and will not be required to repeat any learning or assessment activities for the relevant units of competency.
- Outcome of the decision will be provided to the student including information of any adjustments to the student's study plan and expected fees.

If the student is completing common units as part of a dual qualification enrolment, this will be indicated on the initial enrolment documents and no further information is required by the student. All correct fees that apply will be advised at the time of enrolment. When the student completes any unit which is common across both qualifications, one will receive the result of "Competent" and the other the result of "Credit Transfer".

5.3. Resulting

Any unit resulted as CT will have the same start and end date in the student management system in alignment with NCVET Data Standards.

The date awarded for CT will be the date that all administrative processes for the application, as above, have been completed.

5.4. Record Keeping

All evidence of evidence, authentication steps, application forms, communications with students, and decisions made will be stored in the student file.

5.5. Appeal

If a student is dissatisfied with the decision/judgement regarding their application, they have the option to appeal. An application for appeal must be made in alignment with the Complaints and Appeals Policy.

5.6. Certificates

Niche will not issue AQF documentation at the time that CT is processed. AQF documentation will only be issued upon completion of the enrolment by the student. AQF 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 granted.

5.7. Overseas Students

Niche will not provide 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 the RPL Policy and Procedure.

6. Supporting Documents

- RPL Policy and Procedure
- RPL & Credit Transfer Application Form
- Complaints and Appeals Policy

7. Publication

This document will be made available to Students through publication on the website, from the reception at each campus, will also be provided in the Pre-enrolment Interview if identified and otherwise is available on request.

Policy Version Details	
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