

1. Purpose

The purpose of this procedure is to ensure that the qualifications, Statement of Results (Academic Transcript) and Statements of Attainment (SOA) issued by any other registered providers are recognised.

2. Scope

This policy applies to all students applying to study a vocational course with Opengate Institute.

3. Responsibility

Academic Principal/student management is responsible for the implementation of this policy and procedure and to ensure that staff and students are aware of its application and requirements. Student Services Manager will be responsible for administration of the documentation.

4. Definitions

Credit Transfer (CT) means exempting a student from enrolling in and being assessed in a unit or units because they have been granted recognition for having completed the identical unit or units at another registered provider.

5. Policy

Qualifications that have been attained and issued by another Training Organisation will be recognised. This does not apply to non-registered training organisations and issuance of non-compliant certificates or diplomas gained in non-registered training.

Recognition meaning that students will be granted exemptions or advanced standing in a course as a consequence of having completed the same unit(s) in another registered provider.

Credit transfer information must be included in information given to students prior to enrolment.

Trainers and Student Services will be provided with information about the CT and assist students in completing applications. Students who have completed any units in the Graduate Certificate in Sandtray Therapy must understand that these units have been contextualised and the course content and assessments are specific to Sandtray.

CT is different from Recognition of Prior Learning (RPL).

6. Procedure

6.1 Applicants seeking CT must complete the CT Application Form, attach a copy of a qualification, statement of results (academic transcript) or Statement of Attainment and submit the application to the Student Services Manager.

6.2 The Student Services Manager will check the qualifications, statement of results (academic transcript) or statement of attainment and grant credit transfers for identical units that have been identified as being completed with another registered provider.

6.3 Academic Principal verifies copies of qualifications, statement of results (academic transcript) and statements of attainment used as the basis for granting CT must be placed in the student file.

6.4 The completed CT record must be signed by the student and the Student Services Manager.

6.5 Granting of CT must be recorded as a unit outcome in the student's file and on the Student Management System.

6.6 After CT is granted, a student's course schedule must be reviewed and any reductions in the scheduled attendance (and the reasons for the reduction) must be recorded in the student's file.

6.7 Wherever, a full-time load for the student should be maintained by adjusting the student's course schedule and duration for completion of the course.

Note

Courses may use UoC that have been contextualised to specific course content. In this case students who may have completed units with other RTO's and hold a statement of attainment, will be asked to complete the whole course as an integral aspect of contextualisation leads to learning outcomes in specific courses. (Professional Accreditation in Sandtray Therapy). Assessment processes may be adjusted, student would need to discuss any assessment compliance with manager in their pre-training assessment interview.