

Regulation and Standards	Standards for RTO's std 3.5 National Code Std 2
Policy	<p>Imagine Education Australia will recognise all qualifications issued by any other RTO.</p> <p>Learners can apply for Direct Credit Transfer for units of competency and/or modules (unless licensing or regulatory requirements prevent this) by submitting an Imagine Education Australia Direct Credit Transfer Application Form together with supporting evidence such as a USI Transcript, an original or certified copy of a Record of Results / Statement of Attainment. The Direct Credit Transfer Form is available from our website: www.imagineeducation.com.au</p> <p>Before providing credit on the basis of a qualification, statement of attainment or record of results, Imagine Education will either authenticate the information by directly accessing the USI transcript online for any student that has activated permission for Imagine Education to do so in the USI Registry System, or by contacting the organisation that issued the document to confirm the content is valid.</p> <p>Imagine Education will still exercise caution when using a student's USI transcript to validate training achievements for purposes of gaining credit:</p> <ul style="list-style-type: none"> • By exercising the same caution with printed or emailed PDF versions of a USI transcript provided by a student as would be done with hard-copy certificates issued by RTOs. • By directly accessing the online version made available by RTOs when possible, which provides a stronger level of assurance, suitable for credit transfer purposes. • By always contacting the organisation that delivered the training if there are any reasons to be concerned about the authenticity of credentials presented. • By advising the USI Office of any fraudulent activity in relation to a USI transcript. • As the availability of the USI transcript is dependent on the AVETMISS reporting cycle, Imagine Education may have to rely on the hard copy of certificates issued by RTOs to validate training undertaken recently. <p>*Applications for Direct Credit must be submitted prior to the commencement of the applicable course. Credit will not be approved once a course has been completed.</p> <p>* If learners have been offered a discounted price for the course, there will be no reduction in fees for the credit transfers. If full price for the course is paid, the learner is eligible for a reduction in fees for the credit transfers.</p> <p>* If a student applies for credit after course commencement, the learner is NOT eligible for a reduction in fees for the credit transfers.</p>
Procedure	Pre-enrolment (new students) <ol style="list-style-type: none"> 1. Potential students who request an evaluation of their applicable credits <i>prior</i> to enrolment will send the previous Record of Results (ROR) / Statement of Attainment (SOA) / USI Transcript (evidence for credit) via their agent or directly to either admissions or a member of the 101 Sales team. 2. Admissions or 101 sales team will send the agent or student a Direct Credit Transfer (DCT) form (if it has not been included) for the student to complete and return with their transcripts. 3. Admissions or 101 sales team send the evidence and completed Direct Credit Transfer form to applicable Campus General Manager (CGM), who will authenticate the evidence and evaluate the number of credits and (if applicable) discount. 4. Discount for credits will be calculated using the full price for the course as per the international fee schedule, divided by the number of units for the qualification, multiplied by the number of units of credit granted.

	<p>5. The evidence and Direct Credit Transfer form with calculation, will be returned to admissions or 101 sales team, so the tuition fee listed on the letter of offer can reflect any adjustments.</p> <p>6. If the form comes from the agent, the CGM will cc the 101 sales team on the email to admissions so 101 sales team can organise the tuition fee to include the credits.</p> <p>Pre-enrolment (existing students)</p> <ol style="list-style-type: none"> 1. Trainers are sent the Finishers report which identifies students that are finishing in 4 weeks' time. 2. Trainer is to identify from this report any of their students whom would be eligible to have credits transferred to their next course. 3. Trainer is to assist student to complete and sign a Direct Credit Transfer Application Form. 4. The Trainer will assess the qualification and units of competency for currency on www.training.gov.au. To be granted credit for a unit it must be deemed equivalent on training.gov.au 5. The Trainer will highlight and sign next to each of the units to be granted for credit transfer and indicate the number receivable in the 'office use only' section of the Direct Credit Transfer Application Form. 6. Trainer returns the direct credit form to the student to bring to orientation 7. The student is required to submit this Direct Credit Transfer application to the SPO *prior to the commencement of the applicable course (this could be at Orientation time of commencement of course they are entering). <p>Course commencement (existing students)</p> <ol style="list-style-type: none"> 1. At orientation, student hands the direct credit form to the SSO (where the student is applying for credit with evidence issued by another RTO, the Direct Credit Transfer form and (ROR) / (SOA) / USI Transcript is submitted to the applicable CGM, who will authenticate the evidence and evaluate the number of credits). 2. The SSO will apply the credits in SMS and onto the training plan, and Trainer will keep a hard copy on file of the highlighted and signed transcript with the students training plan. It will be scanned at the end of the student courses together with the Vet Finishers list and other paperwork. 3. The student must to provide the trainer with a copy of their statement of attainment showing the credits within one month of commencing their course. Trainer will file the SOA copy as per step 14. <p>* Note that for "upgrade" courses, re-enrolment courses or students with First Aid Certificates from our Third-Party Provider, the direct credit form does not go to SPO. After the trainer has finished their assessment in step 5, they will hand to student services so the credit form gets to the next trainer</p> <p>As Imagine Education Australia provides training in designated timetables, there will be no reduction in course duration. <u>A student will not be required to attend classes for units that have already been acknowledged as a Direct Credit Transfer.</u></p>
Key	SSO - Student Services Officer SPO - Student Payments Officer CGM – Campus General manager
Supporting Documentation	<ul style="list-style-type: none"> • Application for Direct Credit Transfer (available on the IEA Portal and IEA website) • Fees located on IEA website
Reviewed	Annually, 22/02/2022
Version	3.3