

## 1. Purpose

MARS INSTITUTE is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, MARS INSTITUTE is required to offer Credit Transfers to all clients/learners (both domestic & international), and to implement an assessment system that ensures that assessment complies with assessment requirements of Training Packages and VET Accredited course, the Principles of Assessment (POA) and Rules of Evidence (ROE).

## 2. Policy Statement

MARS INSTITUTE (MARS) is committed to providing effective processes for CT options to all current and prospective clients/learners.

MARS INSTITUTE (MARS) will ensure that:

- CT is offered to all clients on enrolment.
- All CT applications are processed in accordance with Mars Institute's Student Assessment Policy; and
- CT will be given to AQF Certification documentation issued by other RTOs.

## 3. Definitions

The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2015.

AQF certification documentation is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.

AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

Authenticated VET transcript has the meaning given in the Student Identifiers Act 2014.

Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Module means a group of learning outcomes in a VET accredited course where it can be established that it is not possible to develop an appropriate unit of competency.

Registrar has the meaning given in the [Student Identifiers Act 2014](#).

Statement of attainment means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

Unit of competency means the specification of the standards of performance required in the workplace as defined in a training package.

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

## 4. Process

### PHASE 1:

Credit Transfers may occur at any time throughout the course of study from enrolment, prior to completion. Students are required to provide MARS with permission to view their USI transcript online via the USI portal at the time of their application for Credit Transfers. The student provides consent for MARS to view their USI transcript through their USI portal. MARS is unable to review a transcript without the student's online consent via the USI portal.

- 1) During enrolment process:
- 2) When enrolling with MARS, the student submits evidence of previous study; or
- 3) When re enrolling with MARS, the student MARS statement of attainment is used as evidence



- 4) Throughout the duration of the course:
- 5) At any time throughout the course of study, prior to completion, a student may provide MARS with certification evidencing previous study for the purpose of recognition and potential credit.

\*Please note: To support continuity of progression of study, Trainer Assessors will skip a unit that is pending a Credit Transfer assessment and issue the next unit listed on the student's Training Plan

## PHASE 2:

Evidence submitted by the student undergoes an authentication process (conducted either by MARS's Admissions or Compliance Departments).

Before awarding credit on the basis of a qualification, statement of attainment or record of results, MARS will authenticate the information within the provided documentation via the following processes:

- 1) MARS, after being given permission by the student, will endeavour to authenticate the information by directly accessing the USI transcript online. This process requires the student to log on to their USI portal and allow MARS permission to view a USI transcript. Without permission provided by the student, MARS will be unable to authenticate qualifications/transcripts through the USI portal; or
- 2) When the USI portal does not reflect the transcript provided by the student, MARS will contact the issuing organisation to confirm the content is valid. At times an issuing RTO may charge a fee for the authentication process of a qualification they have issued, in this event, MARS will invoice the student for the cost of the authentication process from the other training provider. Evidence of the cost for authentication will be provided to the student with the invoice.
- 3) Credit transfer applications that come through for a campus that has closed, no USI update has been made and verification cannot be emailed to the campus, we will go through ASQA for verification or straight to Phase 3
- 4) After re enrolment application is received MARS will review the student's previous studies with MARS to determine the applicable internal Credit transfers to be applied for equivalent units to the course as part of the re enrolment process
- 5) Credit Transfer cannot be granted to units with pre-requisite requirements unless pre-requisite conditions have been met.

## PHASE 3:

In the event that MARS is unable to authenticate a qualification or transcript, MARS will not award a Credit Transfer. MARS will work with the student to negotiate alternative recognition pathways through a recognition pathway. This will involve a Trainer Assessor authenticating the student's knowledge and skills relevant to a unit, through competency conversations; workplace observations; workplace supervisor reports.

When a qualification or Statement of Attainment has been authenticated applicable units will be awarded Credit Transfers when they have been deemed as having an equivalent outcome, as per the training package rules.

For units that do not sit within the learning program, the Lead trainer and Training Manager will determine the suitability to have a unit recognized as an imported elective, on the provision that the unit is relevant to the vocational (work) outcome of the learning program.

For units that do not have an equivalent outcome, however components of a unit are corresponding, recommendations for partial recognition will be communicated to the applicable Trainer Assessor for gap training and assessment to be offered or a Recognition of Prior Learning (RPL) pathway. Trainer/Assessor to devise a learning plan in consultation with the student.

**Please note:** MARS will not award a qualification or statement of attainment that is achieved wholly through recognition of units/and or modules completed by another Registered Training Organisation.

## 5. Policy Principles

### 5.1 Underpinning Principles

- 1) CT is made available to any person commencing a course with MARS INSTITUTE (MARS).
- 2) All clients may apply for formal recognition of existing competencies against an AQF qualification / Accredited course / unit of competency /module that MARS INSTITUTE (MARS) is registered to deliver.



## Credit Transfer Policy

- 3) The onus is upon the candidate to demonstrate competence to the satisfaction of the assessors, including the provision of certification documentation.
- 4) Certification documentation will not be issued until all relevant fees are paid in full. (See Certification Policy)
- 5) An applicant, who has undertaken a course that is not competency based, can gain credit transfer into a competency-based course if the mapping of competency can be justified.
- 6) Students that are granted a credit transfer for a unit that is linked to placement will not be required to do placement hours linked to that unit. They will be granted a CT for the whole unit and the linked duration to that unit will be deducted from the total placement hours.

### 5.2 Mutual Recognition / Credit Transfer

- 1) MARS INSTITUTE (MARS) will accept and mutually recognise the decisions and outcomes of any RTO or body in partnership with an RTO, thereby ensuring mutual acceptance throughout Australia of the qualifications and Statements of Attainment awarded by other RTOs or AQF authorised issuing organisations.
- 2) MARS INSTITUTE (MARS) recognises AQF certification documentation from other RTOs, and authenticated VET transcripts issued by the Registrar and after review and verification of validity will apply a credit to all relevant units of competency/modules.
- 3) Mutual Recognition applies when the certification documentation provided by the client contains the same national competency code as those that form part of the training and assessment program offered by MARS INSTITUTE (MARS).
- 4) Certification documentation must be presented as either originals or certified copies of an original. Certified copies must be signed by an authorised signatory or Director MARS INSTITUTE (MARS) to verify authenticity. Original Certification documentation will be returned to the applicant.
- 5) Where the recognised AQF qualification and attributed units/modules forms part of another AQF qualification, the client will only be enrolled in the additional units required to complete the new qualification.
- 6) Fees will reflect reduced learning load.

## 6. Appeals

Clients have the right to appeal a decision. (See Complaint & Appeals Policy)

## 7. Access and Equity

Clients have fair and equal rights to assessment. (See Access and Equity Policy)

## 8. Guidelines to Students

Students are encouraged to apply for CT prior to enrolment: For International Students Only:

- Where CT is granted before the issue of a VISA, the course duration will be indicated on the Confirmation of Enrolment (CoE),
- Where CT is granted after the issue of a VISA, the amended course duration will be reported via PRISMS within 14 working days and a new COE will be issued.

### For Domestic Students Only:

- Where CT is granted the course duration will be indicated on the Enrolment Letter.
- Where CT is granted, for the full course & certificate is issued.

Students are required to submit the CT Application form in order to have CT formally assessed.