

MILLION BROWN'S COLLEGE (MBC)

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Course Credit Policy and Procedure

Document Name	Course Credit Policy and Procedure
Document No.	MBC-CT-001
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Approved By	Chand Khanna - CEO
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Policy Context

Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	2025 Standards for RTOs and ESOS / CRICOS requirements, where applicable
Codes and Standards	2025 Standards for RTOs – Outcome Standard 1.7; National Code of Practice for Providers of Education and Training to Overseas Students 2018 – Standards 2.3, 2.4 and 2.5 where applicable
Legislation or Other Requirements	National Vocational Education and Training Regulator Act 2011; Education Services for Overseas Students Act 2000; Privacy Act 1988
Related Documents	Recognition of Prior Learning Policy and Procedure; International Student Admissions and Enrolment Policy and Procedure; Assessment Policy and Procedure; Fees, Charges and Refunds Policy and Procedure; Records Management Policy; Credit Transfer Application Form; Student Management System Procedures

1. Purpose

The purpose of this policy and procedure is to ensure that MBC complies with the 2025 Standards for RTOs by supporting VET students who have completed an equivalent training product to obtain credit transfer.

This policy implements a procedure for MBC to process student applications for course credit and credit transfer and to document and confirm the outcome with the student.

It also ensures that written records of the decision are retained on the student file and, where relevant, the student's course duration and enrolment documentation are adjusted accordingly.

2. Objective

MBC will maintain documented procedures for the granting, recording and storage of course credit and credit transfer requests and outcomes.

MBC will provide a written record of course credit to the student, which must be signed or otherwise accepted by the student and retained on the student file.

Where course credit reduces the actual net course duration for an overseas student, MBC will ensure that the Confirmation of Enrolment reflects the reduced duration and that PRISMS is updated where required.

3. Scope

This policy applies to MBC staff and MBC students, including overseas students where course credit is granted in a CRICOS course.

4. General Processes

MBC maintains documented procedures for granting and storing credit transfer requests and records, including student management system procedures and file management procedures.

Prior to enrolment or commencement of training and assessment, MBC provides current and accurate information that enables the learner to make informed decisions about undertaking training with MBC.

This includes information about the code, title and currency of the training product, educational and support services to be provided, estimated duration, locations, modes of delivery, any third party arrangements, work placement arrangements, MBC's obligations to the learner, complaints and appeals processes, the learner's obligations, entry and completion requirements, materials and equipment requirements, and any implications of subsidy arrangements where applicable.

5. Credit Transfer and Course Credit

Credit transfer is the granting of credit for identical or equivalent units of competency previously completed under accredited training, supported by AQF certification documentation or authenticated VET transcripts.

Examples may include where the unit or module is the same with the same code and title, where the unit has been reviewed with only minor code changes while the learning outcomes remain the same, or where the unit has been transferred from another training package or curriculum and recoded while the learning outcomes remain the same.

6. Overseas Students and Reduced Course Duration

If MBC grants recognition of prior learning or course credit to an overseas student, MBC must give a written record of the decision to the overseas student to accept and retain the accepted written record for two years after the overseas student ceases to be an accepted student.

If MBC grants course credit that reduces the overseas student's course length, MBC must inform the student of the reduced course duration and ensure the Confirmation of Enrolment is issued only for the reduced duration where applicable.

If course credit or RPL is granted after the overseas student's visa is granted, MBC must report any change in course duration in PRISMS where required.

7. Student Information

Students may apply for course credit or credit transfer by submitting the approved application form together with supporting evidence such as a qualification, Statement of Attainment or Record of Results.

MBC will assess the application against the relevant units and document the decision.

8. Procedure Steps

The following procedure steps guide how MBC processes and records course credit and credit transfer decisions.

9. Continuous Improvement

A summary of all course credit related matters and concerns will be presented at management review meetings for consideration.

The purpose of this is to ensure management becomes aware of common threads relating to compliance and quality assurance, repeat issues, and any general adverse trends that need correction.

10. Confidentiality and Privacy Statement

For more information, please refer to MBC's Privacy and Confidentiality Policy. Course credit records and related student documentation will be handled confidentially and stored in accordance with approved privacy and records management procedures.

11. Publication

This policy, once approved, will be available to all students and staff through approved MBC document locations, the intranet, website where appropriate, or on request.

This policy and procedure will form part of the information distributed and communicated during staff orientation and relevant student information processes.

12. Review Processes

The policy will be reviewed annually. The RTO Manager or authorised delegate will be the responsible person for this review.

Procedure Step	Responsibility	Reference
Applicants for credit transfer must complete the Credit Transfer Application Form, attach a copy of a qualification, Record of Results or Statement of Attainment, and submit the application to the RTO Manager or Student Administration.	Trainer/Assessor or Student Administration	Application form / supporting evidence
The Trainer/Assessor or Student Support Officer must check the qualification, Record of Results or Statement of Attainment and grant credit transfer for identical units identified as completed at another registered provider.	Trainer/Assessor or Student Administration	Verified documentation
Verified copies of qualifications, Records of Results and Statements of Attainment used as the basis for granting credit transfer must be placed on the student file.	Trainer/Assessor or Student Administration	Student file
The student and the Trainer/Assessor or Student Support Officer must sign or otherwise confirm acceptance of the completed Credit Transfer record.	Trainer/Assessor or Student Administration	Credit transfer record
Granting of credit transfer must be recorded as a unit outcome in the student's file and Student Management System.	Trainer/Assessor or Student Administration	SMS / student file
If MBC grants course credit to an overseas student, MBC must give a written record of the decision to the overseas student for acceptance and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.	Trainer/Assessor or Student Administration	Written decision / acceptance
If MBC grants course credit or RPL that reduces the overseas student's course length, MBC must inform the student of the reduced course duration, ensure the CoE reflects the reduced duration where applicable, and report any required change in PRISMS if granted after visa grant.	Trainer/Assessor or Student Administration	CoE / PRISMS / written notice
After credit transfer is granted, the student's course schedule must be reviewed and any reductions in scheduled attendance and the reasons for the reduction recorded and placed on the student file.	Trainer/Assessor or Student Administration	Course schedule / file note
Where possible, a full-time load should be maintained by adjusting the student's course schedule and duration for completion of the course.	Trainer/Assessor or Student Administration	Updated schedule