

Credit Transfer Policy and Procedure

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1 PURPOSE

- 1.1 The purpose of this policy is to ensure that Actors College of Theatre & Television (ACTT) offers course credit to all its students for VET courses.

2 SCOPE

- 2.1 This policy applies to all current and prospective students for VET courses at ACTT.

3 POLICY STATEMENT

- 3.1 ACTT is committed to ensuring that it accepts and provides credit to learners for units of competency where these are evidenced by:
- AQF certification issued by another RTO or AQF authorised issuing organisation
 - Authenticated VET transcripts issued by the Registrar

4 PROCEDURE

- 4.1 All students are provided with information about credit transfer at the enrolment and orientation process.
- 4.2 Students are to apply for a credit transfer through the credit transfer application at the commencement of course or as soon as possible.
- 4.3 All applications are to be submitted to Administration and students are to provide original documents so that these can be sighted and copied by Administration and kept on file
- 4.4 If the course credit is granted before the student visa grant, ACTT will indicate the actual net course duration in the Coe issued for the student of that course
- 4.5 If the course credit is granted after the student visa grant, ACTT will report the change of course via PRISMS
- 4.6 All students who apply for credit transfer will be provided with a letter confirming the outcome of their application which must be signed or otherwise accepted by the student and be placed on the student file.

5 FEEDBACK

- 5.1 Institute staff and students may provide feedback about this document by emailing compliance@actt.edu.au

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6 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	CEO
Administrator	Compliance Manager