



TRANSFER CREDIT/ RPL POLICY

Policy

Seluna Pty Ltd will ensure that Credit Transfer / RPL is offered to all applicants on enrolment and that the process is structured to minimise the time and cost to applicants.

Seluna will assist applicants to gather reliable evidence to support their claim for recognition of competencies currently held, regardless of how, when or where the learning occurred.

Credit Transfer

Seluna will recognise AQF qualifications and Statements of Attainments awarded by other Registered Training Organisations and provide students equitable arrangements for the processing and assessment of these qualifications within the AQTF guidelines.

Recognition of Prior Learning(RPL)

Prior to enrolling with Seluna, a number of students may have achieved relative competency in the courses offered by Seluna through formal and informal training, experience and education. any combination of the above.

In order to recognise prior learning of candidates, the candidates shall supply evidence that indicates that the candidate is currently competent against the endorsed industry competency standards. These could include;

- i. Course outlines (For courses where the candidate has been deemed competent)
- ii. A Certificate with the relevant recognised authority logos
- iii. Certification of hours of study
- iv. Certified results from an institution
- v. Statements of Attainment
- vi. Subject Outlines from previous study
- vii. Textbooks used in the course of study
- viii. Personal resume that can be verified
- ix. Summary of work experience that can be verified
- x. Reference from former employers that can be contacted
- xi. Testimonials from clients
- xii. Work samples

The onus is on candidates to provide sufficient evidence to satisfy the requirements of competency that is current. When assessing prior learning, Seluna shall at all times ensure that the evidence supplied is authentic, valid, reliable, current and sufficient.

Guidelines specific to international students studying on a student visa

Where Credit Transfer or RPL is granted before the issue of a visa, the new course duration (shortened by Credit Transfer or RPL) will be indicated on the CoE issued for that student.

Where Credit Transfer or RPL is granted after the issue of a visa, the reduction in course duration will be reported via PRISMS within 14 working days and a variation of CoE will be issued.



ELUNA PTY LTD T/A A.C.N. 067 132 405 CRICOS 02254F
AUSTRALIAN IT & HOSPITALITY INSTITUTE
LVL 1, 79-81 MOORABOOL STREET, GEELONG VIC 3220; 79 PAISLEY STREET, FOOTSCRAY, VIC 3011
TEL: +61 3 5221 3982; FAX +61 3 5244 1536; EMAIL: PIYUSHJ@IPRIMUS.COM.AU

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General Guidelines

Students are advised of Credit Transfer/ RPL possibilities prior to enrolment and encouraged to submit documentation at that time.

Students must submit authenticated detailed supporting documents including Course transcripts, certificates, and letters of reference.

All international documents must have a certified English translation.

All students **must** sign a record of Credit Transfer/ RPL granted and a copy will be placed on the student's file.