Dental Nursing Australia

Course Credit Policy & Procedure

Dental Nursing Australia management and staff are committed to granting course credit where previous study, experience or current competencies are requested for recognition by enrolling students in any course enrolment.

Course Credit Procedure

The Enrolments Officer shall:

- on receiving a request for course credit or Recognition of Prior Learning (RPL), supply the student with a either a course credit form for completion or a current RPL Kit for the unit or units of competency /course that the student is seeking course credit for

- on receiving a completed **RPL application** from an enrolling student, pass the application onto the **relevant training staff member** a soon as possible for RPL assessment

- on receiving a completed **course credit application form** from a student, pass the application onto the **Compliance Manager** a soon as possible. The Compliance Manger will verify the attainment of the units of competency by sighting original & authentic VET transcript(s) or a statement of attainment for currency and authenticity and will maintain copies of the evidence of attainment in the students file.

- ensure that students who are granted course credit are provided with a signed copy of the Course Credit Report form identifying their successful application for course credit and their acceptance of the report is noted and signed by the student.

- ensure that the student has a Unique Student Identifier (USI) prior to issuing an Statement of Attainment, as applied in the *Student Identifiers Act 2014.*

Provider No: 52256		
Success Training Company Pty Ltd		
Dental Nursing Australia		
Policies and Procedures		
Policy Title: Course Credit Policy and Procedure		
Policy Number: Volume 3		
Policy Date: April 2015		
Policy Renewal: April 2016		
Responsibility: Compliance Manager		

Record of updates and changes

Version No.	Issue Date	Nature of Amendment
Version 1.0	July 2012	Materials Designed
Version 2.0	July 2014	Changes to format & removed irrelevant information regarding attendance
Version 3.0	April 2015	Information regarding USI required for Statement of Attainment