



Course Credit Policies and Procedure

Policy

This policy/procedure supports 'Standard 12 – Course Credit' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007' which states 'Registered providers must appropriately recognise course credit within the ESOS framework.'

This policy implements a procedure for Shafston College to process any student's applications for course credit and document any results, including student verification of the outcome. It will provide a process that ensures that students receive written verification of the outcome of the course credit application and records are kept with student files.

It also ensures that any changes to course duration that occur from granting a course credit, after a Student Visa is granted, are reported to DIAC via PRISMS.

Definitions

'*Course Credit*' is defined by the National Code 2007 as follows:

Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning.

'**Credit (CR)**' The granting of exemption or credit by a Registered Training Organisation (RTO) to students for units of competency completed under accredited training from another Training Organisation where the Unit code is different.

'**Credit Transfer (CT)**' The granting of exemption or credit by a Registered Training Organisation (RTO) to students for units of competency completed under accredited training. These units must be the same as the units that you are applying for credit and supported with evidence (i.e. Academic Transcript)

'**Recognition of Prior Learning (RPL)**' Also known as Recognition of Current Competencies (RCC) The acknowledgment of skills and knowledge that have been gained through training, work, or life experiences into formal competencies. The assessment of RPL is made from the evidence provided against the units of competency (elements and performance criteria) as described in the relevant endorsed Training Package. To support this type of application evidence of where and how the skills were obtained are required. I.e. A certificate where the codes do not match but are of similar skills and knowledge would require an ability to assess the learning the outcomes against the learning outcomes of the current course.

Process

1. All students are made aware of the ability to apply for course credit via a RPL, CR or CT application throughout the enrolment and induction process of the course. This is supported with information provided on the Shafston website and in the 'VET Student Information' handbook.

2. If a student has already started their course of study they are to place any applications for course credit by the 2nd week of the first term of study in their enrolled course.

- All applications are to be submitted to Student Admissions and include certified documents or original documents to be sighted and copied by Student Administration.
- Applications will not be accepted unless all required information is included.
- Where RPL is being applied for the students must include all relevant evidence of work experience and where learning has occurred.



- A Credit Transfer application must be accompanied by nationally recognised Certificates with detailed Statement of Attainments indicating the units successfully completed including unit codes and titles and dates of completion.
- A Credit application must be accompanied by recognised Certificates with detailed Statement of Attainments as well as Unit Descriptions and Unit Objectives and must include detailed course outlines or other documentation giving sufficient details, including content, assessment schedule and duration, of the studies completed to enable assessment of the application.
- Students are required to submit their application with supporting evidence as required and outlined in the applications:

Credit Transfer

Students who have completed a Nationally Recognised qualification / unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the particular unit(s). The student must provide the original certificate to be sighted by the College to verify the Credit Transfer.

Recognition of Prior Learning

Where students have gained relevant skills and knowledge other than undertaking accredited training for the unit, a student may be eligible for Recognition of Prior Learning. Students must complete an application form and submit to Student Administration with supporting evidence as required. This evidence must be clearly identifiable, and support the applicant's case for Recognition of Prior Learning by addressing the relationship of evidence to the Unit of Competency credit is being sought.

1. Applications for course credit must be submitted along with the relevant RPL application form or Credit Transfer application form completed by the student.
2. Applications are received by Student Admissions in the first instance and the application and supporting documentation is copied and placed into the student file. Where originals are required to be sighted the Student Admissions manager will sight the originals and indicate on copies that originals have been sighted and return originals to the student. The RTO shall at no time accept original certificates.
3. The application is then forwarded to the relevant Course Coordinator (Head Trainer) to be assessed and outcomes determined.
4. Where any application for course credit is received by the college, either RPL, CR or CT, the college is to assess the application and provide an outcome to the application within 14 days of receiving it, or as soon as practical where further information is required to determine the outcome.
5. Where either of the above, Credit Transfer, Credit or Recognition of Prior Learning, applications are received the following must occur:
 - Student Administration must adjust the student's CoE for International Student Visa holders to reflect any reduction in the period of study the student is enrolled.
 - The RTO needs to provide the student a 'Confirming Outcome of Credit Application'. The students must sign this letter to indicate agreement with the outcomes of Credit Transfer or Recognition of Prior Learning applications and a copy is then kept on the students file.
 - If you are unhappy with the result of your Course Credit application you are advised to refer to the Grievance and Appeals Policy and access and submit the Student Complaint and Appeal Form for Academic Decisions.
6. Where Course Credit is granted for Units of Study this will be applied once all fees are paid and as students register for the course of study that the Unit is delivered in.

Documentation

- RPL Application
- CR and CT Application
- Student Complaint and Appeal Form for Academic Decisions