



Course Credit Policy

Purpose

The purpose of this policy is to ensure the RTO appropriately recognise course credit when applied for by students and has a process for the granting and recording of course credit.

It also ensures the RTO has a way to provide a record of the course credit to the student and ensure it is signed or otherwise accepted by the student, and placed it on the student's file.

Policy

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.'

Under this policy, the RTO will provide applicants with the opportunity to apply for credit prior to Application for Enrolment or during the initial part of the course.

The RTO will recognise past study and life experience and assess these aspects against the units and training package requirements.

The RTO will grant credit to applicants that meet the respective criteria and provide them with the result of the assessment and feedback.

Students will be given the opportunity to accept the result of the assessment.

The RTO will provide a record of the course credit to the student, which must be signed or otherwise accepted by the student, and placed it on the student's file.

The RTO will in most cases recognise qualifications from other countries as long as they meet the above mentioned criteria and can be translated by a suitably qualified person and verified as a real qualification.

Students who have completed a qualification/components/competencies of a qualification that comes within the standards may apply under this same process to have them recognised under the process of "Recognition of Qualification issues by other RTO's" (Condition 7 of the standards)



Procedure

For a student to apply for course credit the following needs to be followed.

- A Course Credit Application form is available to students in the Handbook.
- Applicant is to fill in Form 1 and submit back to the RTO.
- The RTO will provide applicants with Form 2, which contains the evidence requirements for each unit.
- The applicant is to fill in Form 2 and submit the form to the RTO with the associated evidence clearly marked.

The evidence provided must include:

- Photocopies or scanned images of the original transcripts certified by a suitable person to be a true copy of the original transcripts.
- Subject outlines specifying subject content and duration.

Students should be made aware that incomplete applications may result in a rejection and/or delay in processing of the application.

Assessment of the skills and knowledge will be carried out in the following ways:

- Assessment by the PEO or appropriately trained administrative personnel by way of interview and/or inspection of evidence for compliance with the above mentioned criteria.

and / or

- Sitting a challenge test to assess knowledge and skill of subjects for which RPL has been requested.

If credit is granted, tuition fees to the value of that subject's worth, to a maximum of 25% of the course, will be deducted from the total course cost.

Further cost exemptions may be granted at the discretion of the PEO but the maximum fee reduction remains at 25% of the course cost.

The result of the exemption process will result in exemptions granted being shown on the student's academic transcript and result history.

PRISMS Notification

Any course credit offered by the RTO which leads to a shortening of the student's course, must be reported on PRISMS

- if the course credit is granted before the student visa grant, indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course.
- if the course credit is granted after the student visa grant, report the change of course duration via PRISMS within 14 days under section 19 of the ESOS Act.

National Code Standard 12 & Explanation guide



Overview of Standard 12

Registered providers appropriately recognise course credit within the ESOS framework.

- 12.1 Where the registered provider grants course credit, the registered provider must:
- have documented procedures for the **granting and recording** of course credit, and
 - provide a record of the course credit to the student, which must be signed or otherwise accepted by the student, and place it on the student's file.
- 12.2 If the registered provider grants the student course credit which leads to a shortening of the student's course, the registered provider must:
- if the course credit is granted before the student visa grant, indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
 - if the course credit is granted after the student visa grant, report the change of course duration via PRISMS under section 19 of the ESOS Act.