Course Credit Policy and Procedure

1. 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 the RTO 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 the appropriate government agency(s).

2. 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 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 unit codes must identically match the units that you are applying for credit.

‘Recognition of Prior Learning’ (RPL)
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 outcomes against the learning outcomes of the current course.

3. Procedure

3.1 All students are made aware of the ability to apply for course credit via a RPL or CT application throughout the enrolment and induction process of the course. This is supported with information provided in the ‘Student Information Handbook.’

3.2 Students are to place any applications for course credit by the 28 days of the first term of study in their enrolled course. To apply for course credit the student must complete either a ‘Credit Transfer Application Form’ or a ‘RPL Application Form.’

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

3.5 A ‘Credit Transfer Application Form’ 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.

3.6 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 are assessed as the same 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 RTO 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.

3.7 Applications are received by Student Administration 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 Administration 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.

3.8 The application is then forwarded to the relevant Training Manager to be assessed and outcomes determined.

3.9 Where any application for course credit is received by the RTO, either RPL or CT, the RTO is to assess the application and provide an outcome to the application within 14 working days of receiving it, or as soon as practical where further information is required to determine the outcome.

3.10 Where either of the above, Credit Transfer or Recognition of Prior Learning, applications are received the following must occur:

- Student Administration must adjust the student’s CoE 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’ letter. 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 to be kept on the students file.

(Appendix A)
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<thead>
<tr>
<th>Credit Policy And Procedure V2.Docx</th>
<th>Version: 2</th>
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<tbody>
<tr>
<td>Responsibility: CEO</td>
<td>Created: July 2013</td>
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<td>Last Reviewed: July 2013</td>
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<tr>
<td>Central Australian Institute of Technology Pty Ltd</td>
<td>8-10 Cross Street</td>
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</tbody>
</table>
1. Confirming Outcome of Credit Application

Date: (insert date)

Student Name: (insert details)
Student Number: (insert details)
Student Address: (insert details)

Dear Student,

This letter is to confirm the outcome of your recent course credit application. The RTO received your application for:

☐ Recognition of prior Learning
☐ Credit Transfer

Your application was received and has been assessed by the Training Manager using the evidence you supplied and the decision has been made:

☐ Your application for Course Credit has been unsuccessful
   The reasons that your application was unsuccessful are:
   ____________________________
   ____________________________
   ____________________________
   ____________________________

☐ Your application has been successful and you have been granted credit in the following unit(s):
   •
   •

You are required to confirm your notification of this decision and return the attached copy of this letter within 7 days.

If you are unsatisfied with the outcome and explanation you are able to contact the Training Manager for further clarification. You are also able to contact the Student Administration Department to access the ‘Complaints & Appeals Policy and Procedure’ which outlines further action that you may be able to take.
Course Credit Policy and Procedure

Yours Sincerely,

Student Administration Manager
8-10 Cross Street
Footscray West, Vic 3012
Ph- 03- 9687 4275
Email- info@centralaustraliancollege.com.au

Please sign the following Declaration and return to Student Administration:

By signing this declaration the student acknowledges they submitted an application for Course Credit and the Registered Training Organisation (RTO) has assessed this application within the guidelines of Credit Transfer or Recognition of Prior Learning.

The student has been informed of the outcome of their application and has also been informed of their ability to access the ‘Complaints & Appeals Policy and Procedure’ if they are unsatisfied with the outcome.

__________________________  __________________________  ___________
Student Name                      Student Signature       Date