

# National Code Standard 12

## Course Credit Policy

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### Overview

1. The College ensures that Course Credit is offered to all students at or prior to enrolment. The College provides support and staff to help candidates applying for Course Credit to ensure that recognition is granted for competencies regardless of how, when or where the student's competency was achieved.
2. Course Credit is subject to each student's acceptance and enrolment into the relevant College course.

### Definitions

3. **'Course credit'** means the exemption from a unit or units of competency in a course as a result of previous study, experience or recognition of a competency currently held. It includes Credit Transfer and RPL.
4. **'Credit Transfer'** means the provision of credit for AQF Qualifications and Statements of Attainment awarded by other Registered Training Organisations.
5. **'Recognition of Prior Learning'** means the provision of credit for a candidate's competency achieved as a result of formal or information education and training. This includes work experience, life experience, professional courses.

### Credit Transfer

6. The College 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 VET Quality Framework guidelines.

### Recognition of Prior Learning

7. Applications for RPL are considered by an assessor who has the relevant technical and trainer competencies for the competencies being assessed as set out in the relevant Training Package, the Standards for Registered Training Organisations 2015 including VET trainer and assessor competencies (together, the **'Regulations'**). Alternatively, an RPL Panel will be established consisting of a technical expert and a qualified assessor holding the minimum assessor qualifications as set out in the regulations.
8. The following factors will be considered when assessing a claim for RPL:
  - 8.1. skills or learning outcomes are equivalent to the learning outcomes achieved by students undertaking the unit for which credit is claimed;
  - 8.2. whether the skills and learning outcomes are currently held and can be demonstrated by the student.
9. The RPL Assessor or RPL Panel will ensure that RPL is granted on the basis of evidence supplied by the candidate that is valid, reliable, current, sufficient and authentic.

## Time limits for applications

10. Students wishing to apply for Course Credit must lodge their application at the time of application to the College and no later than 1 month after the commencement of their studies.
11. Requests for late applications must be made in writing to the National Manager, together with any supporting evidence. Late applications will be accepted where the student demonstrates that compassionate and compelling circumstances existed which prevented the lodgement of the application or otherwise at the discretion of the National Manager.

## Fees

12. An administration fee of \$200 is payable by an applicant upon lodging an application for Course Credit.
13. In recognition of the resources required to fully and properly assess an application for Course Credit, fees will be calculated according to the time spent by the RPL Assessor in considering the application. The hourly cost for assessing applications is \$120.
14. An invoice will be issued to students upon completion of the Course Credit application and must be paid in full prior to the issue of any Record of Results and/or Testamur and/or Statement of Attainment.

## Form of application

15. **Course Credit:** Students applying for Course Credit must lodge a Course Credit application form together with supporting evidence and the administration fee.
16. **Credit Transfer:** Students applying for Credit Transfer must supply original or certified copies of the AQF Qualification or Statement of Attainment or Transcript in support of their claim.
17. **RPL:** Students applying for RPL must provide evidence in support of their claim to demonstrate that they have the competencies set out in the current endorsed industry competency standards. Evidence which can be submitted includes:
  - 17.1. third party reports;
  - 17.2. portfolio of evidence;
  - 17.3. workplace documents;
  - 17.4. personal resume that is able to be verified;
  - 17.5. samples of work undertaken;
  - 17.6. photographic evidence;
  - 17.7. course outlines;
  - 17.8. employer references.
18. Further information on the types of evidence which may be lodged in support of an application is set out in the 'Information for RPL/RCC Applicants' information sheet available at student services. Students wishing to lodge their application before orientation should contact the College directly for a copy of this information sheet and RPL/RCC Kit.
19. In some instances, the College may also request the student to undertake an assessment of skills to confirm the level of attainment.
20. Applicants may be required to meet with the RPL Assessor or delegate to demonstrate their skills or competencies claimed. During the interview, applicants may be asked questions to evidence their claim or asked to demonstrate their skills.
21. Further information on the course credit / RPL interview is set out in the RPL/RCC Kit given to students at orientation.

## Decision

22. Applications will be acknowledged within 10 days of an application being made.
23. The outcome of an application for Course Credit will be advised to students as soon as possible once the application has been considered and supporting evidence reviewed by the College.
24. The College endeavours to advise applicants of the outcome of their application within 21 days of an application being lodged in the approved form with the College.

## **Appeals**

25. Students may appeal a decision regarding their application for Course Credit by lodging a written appeal in accordance with College policy on student complaints and appeals.

## **Record keeping**

26. A written record of the decision to grant or reject a request for Course Credit will be placed on the students' file (together with the reasons for any refusal). If the student appeals the decision, the record of the outcome of any appeal will be kept on the students' file.
27. A record of any Course Credit granted must be signed or otherwise accepted by the student and this acceptance must be placed on the student's file.

## **Effect on course duration**

28. International students are advised that Course Credit may cause a reduction in the student visa duration.
29. For international students, when the granting of Course Credit leads to a shortening of the student's course, the College will:
  - 29.1. in cases where the Course Credit is granted before the student visa grant, the College will indicate the actual net course duration (as reduced by Course Credit) in the Confirmation of Enrolment issued for that course; or
  - 29.2. in cases where the Course Credit is granted after the student visa grant, the College will report the change of course duration via PRISMS. In these circumstances, a new Confirmation of Enrolment will be issued. Students should refer to the DIBP website for further information ([www.border.gov.au](http://www.border.gov.au)).
30. If the College grants an overseas student Course Credit which leads to a reduced study load, i.e. contact hours per week, the College will not allow the student to study less than a full time load.

## **Withdrawal of Credit**

31. The College reserves the right to withdraw credit for prior learning where the documentation submitted as evidence by the applicant is fraudulent, misleading or invalid or where an administrative error has been made.

## **Related forms / documents**

- Course Credit application form
- Information for RPL/RCC Applicants sheet
- RPL/RCC Kit
- RPL Assessment Checklist

## **Related policies**

- Student complaints and appeals policy
- Study duration policy
- Refund policy
- Compassionate and compelling circumstances policy

## **Related Information**

- VET Quality Framework
- Standards for Registered Training Organisations 2015