



Course Credit Policy

Purpose

The RTO must have and implement a documented policy and process for assessing and recording recognition of prior learning (RPL), and granting and recording course credit, if it intends to assess RPL or grant course credit. The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.

If the RTO grants RPL or course credit to an overseas student, the registered provider must give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

If the RTO grants the overseas student RPL or course credit that reduces the overseas student's course length, the provider must inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course and report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.

Policy

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.

Course credit is defined by the National Code 2018 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. 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 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. The RTO will grant credit to applicants that meet the respective criteria and provide them with the result of the assessment and feedback.

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.

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 and the written record of acceptance retained for two years after the overseas student ceases to be an accepted student.

If the RTO grants RPL or course credits which reduces the overseas student's course length, the RTO must then inform the overseas student of the reduced course duration and issue a Confirmation of Enrolment (CoE) for the reduced duration of the course.

The RTO will also need to report any change in course duration in Provider Registration and International Student Management System (PRISMS) if RPL or course credits are granted after the overseas student's visa is granted.

Procedure

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

- A Course Credit Application form is available to students.
- 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.

Record Keeping

When granting RPL or course credits, the RTO will give a written record for the overseas student to accept, and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

The RTO will also need to report any change in course duration in Provider Registration and International Student Management System (PRISMS) if RPL or course credits are granted after the overseas student's visa is granted.

If the RTO grants RPL or course credits which reduces the overseas student's course length, the RTO must then inform the overseas student of the reduced course duration and issue a Confirmation of Enrolment (CoE) for the reduced duration of the course.



| Document Name: Course Credit Policy | | |
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| Approved By: Director of Australian Business Management | | |
| Version | Produced Date | Rationale |
| 1.0 | June 2018 | © RTO Consultancy Group Pty Ltd 2018 Licensed to Australian Business Management Pty Ltd |
| 20.1 | Dec 2020 | Updated with new letterhead |
| 21.1 | Mar 2021 | New delivery address added |
| 21.2 | Apr 2021 | Old delivery address removed |
| 22.1 | May 2022 | New delivery address added |