



**Angad Australian Institute  
of Technology Pty Ltd**  
Careers Created Here

# POLICY AND PROCEDURE

## COURSE CREDIT

### 1. POLICY

This policy/procedure supports SRT0 2015 Clause 3.5 '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 institute to process student's applications for course credit and document results, including student verification of the outcome. It will provide a process that ensures that students receive written verification of the outcome of 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 DIBP via PRISMS.

### 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.

<b>Policy/Form Name</b>	Course credit policy and procedure			<b>Created Date</b>	February 2008
<b>Policy/Form No</b>	AAIT A7	<b>Version No:</b>	V9	<b>Last Modified Date:</b>	December 2015
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As per AQF 2<sup>nd</sup> edition January 2013-  
Definition of credit transfer:

“Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.”

Such as:

1. Unit/module is the same i.e. Same code and title
2. Unit/module has been reviewed and this results in minor changes to the unit/module code e.g. B to C. This indicates that the learning outcomes of the unit/module have remained the same.
3. Unit/module has been transferred from another Training Package/curriculum and recoded however the learning outcomes remain the same.
4. If the course credit is given *before* the student's visa is granted, the confirmation of enrolment (CoE) issued for that student will indicate the actual net program duration (as reduced by course credit) for that program.
5. If course credit is given *after* the visa is issued, and results in a shortening of the student's program duration, the Institute must report the change of program duration to DIBP.

### **‘Recognition of Prior Learning’ (RPL)**

RPL involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. RPL is an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes or competency standards.

To support this type of application evidence of where and how the skills were obtained is required.

### **3. PROCEDURE**

#### **Credit Transfer**

3.1 All students are made aware of the ability to apply for Credit Transfer at time of course enrolment and during the induction process. This is supported with information provided in the *‘International Student Information Booklet’*.

3.2 Students are requested to apply for Credit Transfer by the 2<sup>nd</sup> week of the first term of study in their enrolled course.

3.3 All Credit Transfer applications are to be submitted to the Director Compliance & Training and in line with the Credit Transfer Application Form. The application must include certified copies of all original documents and must identify the units successfully completed including unit codes and unit name and dates of completion.

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## Recognition of Prior Learning

3.4 All students are made aware of the ability to apply for RPL at the time of course enrolment and during the induction process. This is supported with information provided in the *'International Student Information Booklet'*.

3.5 Students are requested to apply for Recognition of Prior Learning by the 2<sup>nd</sup> week of the first term of study in their enrolled course.

3.6 An RPL application for must include all relevant evidence of work experience and where learning has occurred. Applications will not be accepted unless all required information is included.

3.7 Applications are received by Administration Department in the first instance and the application and supporting documentation is copied and placed into the student file. Where originals are required for verification, Director Compliance & Training will sight and indicate on copies "original sighted" and shall return originals to the student. ANGAD Australian Institute of Technology shall at no time accept original certificates.

3.8 The application is then forwarded to the Director Compliance & Training to be assessed and outcomes determined.

3.9 Where any application for course credit is received by the institute, either RPL or CT, the institute is to assess the application and provide an outcome to the application within 14 working days of receipt or as soon as practicable 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:

Admissions Manager must change student's CoE to reflect reduction in period of study.

ANGAD Australian Institute of Technology must provide student 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 to be kept on the students file.

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