



**Angad Australian Institute
of Technology Pty Ltd**
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POLICY AND PROCEDURE

COURSE CREDIT

1. POLICY

This policy/procedure supports 'Standard 2 – Course Credit' of the 'National Code of Practice for Providers of Education & Training to Overseas Students 2018' 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

'Credit Transfer' (CT)

In the Vocational Education and Training (VET) sector, credit transfer means National Recognition and provides for automatic credit to individuals who present Australian Qualification Framework (AQF) qualifications and/or Statements of Attainment issued by a Registered Training Organisation (RTO) to another RTO and where the same units of competency form part of the new qualification in which the student is enrolling. National Recognition applies to all RTOs issuing AQF qualifications authorised in the VET sector.

The AQF facilitates the progression of students through qualifications by giving credit for learning outcomes they already have achieved. Credit outcomes may allow for entry into a qualification and/or provide credit towards the qualification. Credit given

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may reduce the time required for a student to achieve the qualification.

Credit transfer is one of a number of processes for establishing credit. It provides a means for students to gain credit in an AQF qualification on the basis of completed components of another AQF qualification or other formal learning.

The credit transfer process involves:

- mapping, comparing and evaluating the extent to which the learning outcome, discipline
- content and assessment requirements of the individual components of one qualification are equivalent to the learning outcomes, discipline content and assessment requirements of the individual components of another qualification, and
- making a judgment about the credit to be assigned between the matched components of the two qualifications.

The agreed credit outcomes may include any form of credit: block, specified or unspecified credit.

'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 2nd week of the first term of study in their enrolled course.

3.3 All Credit Transfer applications are to be submitted to the Compliance Manager 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.

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 2nd 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

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student file. Where originals are required for verification, Training Manager 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 Compliance Manager 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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