



12: COURSE CREDIT POLICY AND PROCEDURE

Legislations / Standards	Standards for Registered Training Organisations (2015), Clause 3.5 ESOS National Code (2007): Standard 12 ESOS ACT 2000
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Purpose

This policy/procedure supports:

1. '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 appropriately recognise course credit within the ESOS framework.”

2. *Standards for Registered Training Organisations (2015), Standard 3.5 states:*

“The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- a) *AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or*
- b) *authenticated VET transcripts issued by the Registrar. “*

Scope

This procedure applies to all Domestic and International Students.

Definitions

Confirmation of Enrolment (CoE):	A document, provided electronically (via PRISMS), which is issued by the registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student’s eligibility to enrol in the particular course of the registered provider.
Domestic Student:	Refers to all students who are not overseas students as defined in the National Code.
International Student:	A person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations.
National Code:	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

[12] Course Credit Policy and Procedure	Version 5.4	Updated: Apr 2015
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Course Credit:	For the purposes of the National Code 2007: 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.'
Recognition of Prior Learning (RPL)	Recognition of prior learning is a form of assessment of a learner's competence. Recognition of prior learning uses evidence from formal, non-formal and informal learning rather than from specific assessment activities directed by the RTO. This evidence is often combined with assessment activities sometimes known as 'challenge testing'. As such, recognition of prior learning must be conducted with the same rigour as any other form of assessment.
PRISMS:	The Provider Registration and International Student Management System.

1. Policy

- 1.1 ACE grants course credit, gained from formal learning, and ensures that it:
- has documented procedures for the granting and recording of course credit; and
 - provides a record of the course credit to the student, which must be signed or otherwise accepted by the student, and place it on the student's file.
- 1.2 If course credit is granted and leads to a shortening of the student's course, ACE must:
- 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; or
 - if the course credit is granted after the student visa grant, report the change of course duration via PRISMS under section 19 of the ESOS Act.
- 1.3 Information Prior to Enrolment
- All prospective and enrolling individuals are informed in either print or electronic form of the opportunity to apply for Credit. Students are informed of the Course Credit process in the Pre-Enrolment Brochure, and are asked to identify if they would like to apply for Course Credit in the Enrolment Form. Individuals can apply for Credit at any time.
- 1.3 ACE provides processes for academic course credits for students or potential students who have completed nationally recognised training qualifications with a registered training organisation in Australia; ACE does not have current mechanisms in place to process and assess informal learning or work experience gained overseas by students.
- 1.4 The underlying principle of Nationally Recognised Training is that a student does not have to repeat a training and assessment that has already been undertaken.
- 1.5 ACE accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

[12] Course Credit Policy and Procedure		Version 5.4	Updated: Apr 2015
Authorised by CEO	CRICOS # 03219A	RTO # 22424	Review: Apr 2016
©Australian Careers Education Pty Ltd			Page 2 of 6

- a. AQF certification documentation issued by any other RTO or AQF authorised issuing organisation (eg university or any authorised issuing organisation); in such cases, an analysis as to the equivalence of the study completed with the relevant unit/s or module/s would need to be completed before any credit could be granted;

OR

- b. authenticated VET transcripts issued by the Registrar.
- c. When the unit of competency has been reviewed and this has resulted in minor changes to the unit code or title e.g. A code to B code. This indicates that the outcomes of the unit have remained substantially the same and there is at least 80% commonality with the original unit.
- d. When the unit has been transferred from another Training Package/curriculum and recoded; however the learning outcomes remain the same.

1.6 If a qualification or statement of attainment is achieved wholly through recognition or units or modules completed at another RTO or RTOs, ACE reserves its right whether or not to issue a qualification or statement of attainment.

1.7 For Recognition of Prior Learning, please refer to the '*Recognition of Prior Learning Policy and Procedures.*'

2. Procedure

Prior to enrolment

2.1 Student request for Course Credit (during application for admission or prior to enrolment)

- a. The applicant must complete the *Course Credit Application Form* which can be collected from ACE's Head Office reception or downloaded from ACE website.
- b. The Course Coordinator / Trainer will provide applicants with National Recognition information including:
 - i. Course Credit Application Form;
 - ii. Information on all aspects of collecting and submitting evidence to be submitted along with the application.
 - iii. Support and guidance in completing the Course Credit Application Form;
 - iv. The opportunity to obtain feedback and/or further information on completing all aspects of the Credit application prior to submission.
 - v. Provide feedback to the student if documents submitted are insufficient and advise the student to re-submit the application along with the required complete documents.

The list of documents that are acceptable for granting Course Credit are:

- i. Nationally recognised qualification (completed with an RTO in Australia)
- ii. Statement of Attainment (demonstrates the units of competencies successfully completed)
- iii. Completed and signed Course Credit Form
- iv. Completed and signed Enrolment Form along with the necessary documents required to process an enrolment application

Certifications/Attestations of Original Documents:

- i. Certified copies of original documents must show a relevant stamp from an authorized person which is listed in Section 107A of the Evidence (Miscellaneous Provisions) Act 1958 - Persons who can witness statutory declarations.

[12] Course Credit Policy and Procedure		Version 5.4	Updated: Apr 2015
Authorised by CEO	CRICOS # 03219A	RTO # 22424	Review: Apr 2016
©Australian Careers Education Pty Ltd			Page 3 of 6

Sighting of Original Documents:

- i. If a student submits original documents, the Records Manager makes copies of these documents and stamps them as 'certified', using the stamp kept at ACE head office.

Authenticating Qualifications / Statement of Attainments

- i. Contact the organisation that issued the qualification and/or statement of attainment and confirm the content is valid.
- e. Verified copies of Qualifications and Statements of Attainment will be used as the basis for granting Course Credits along with the Course Credit Application Form.
- a. The Office Administrator will then forward the application along with all documents to the Course Coordinator / Trainer for assessment.
 - b. To determine whether Course Credit can be granted or not, the Course Coordinator/Trainer will assess the application by:
 - i. reviewing the documentary evidence provided.
 - ii. if necessary, the Course Coordinator will invite the student for an interview.
 - iii. referring and cross-checking the units of competencies of the training qualification, within its scope of registration, whether or not they are
 - iv. contacting the RTO (where the units of competencies or qualification was gained) to verify the authenticity of the documents submitted by the student and if the content is valid.
 - c. From the date of receiving the complete application, the student will be advised within 10 working days about the result of the assessment outcome (as advised by the Course Coordinator) by the Administration Officer.
 - d. If the Course Credit application is granted, the details of course credit, shortening of the course duration in the COE and the impact it may have on the student visa, are to be made clear in the letter of offer; the student will be required to acknowledge acceptance of the offer letter (as per the enrolment process) or acknowledge acceptance of the course credit granted.
 - e. If the National Recognition (credit) application is refused, the student will be advised in writing about the outcome and the reason(s) for refusal.

Application for Course Credit while currently enrolled with ACE

2.2 The steps to be followed are as per clause 2.1.

- a. If the application is granted,
- b. In the event that an applicant's National Recognition application is refused, the Course Coordinator will advise the Administration Officer to inform the student in writing about the outcome of the assessment, the reasons of refusal and advise the student to access the complaints and appeals process of ACE.

2.3 If the Course Credit is granted, a shortening of the student's course is possible if:

[12] Course Credit Policy and Procedure	Version 5.4	Updated: Apr 2015
Authorised by CEO	CRICOS # 03219A	RTO # 22424
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		Page 4 of 6

- a. The units of competencies that are credited are to be delivered at the beginning or at the end of the training program.
- f. If this occurs before visa grant, the actual course duration will be indicated in the COE to be issued to the student.
- ii. If the course credit is granted after visa grant and requires shortening the student's course, the change in course duration must be recorded and reported in PRISMS within 14 days after the change occurs (in accordance with Section 19 of the ESOS Act). A new COE will be issued (with a revised course end date); copies of the newly revised COE and the cancelled original COE will be kept in the student's file.
- c. If the Course Credit is granted, the course duration will not be shortened if:
 - i. The units of competencies that are credited are to be delivered during the different timings of, or in between other unit of competencies to be delivered, of the course timetable.
 - ii. The rationale of this procedure is due to the fact that ACE does not hold many batches of each qualification being delivered at the same time.

3. Grounds for granting Course Credits

The reasons for granting Course Credits are:

- a. Receipt of completed and signed application forms
- b. Complete accompanying evidence/documents, as per clause 2.1.
- c. Payment of service fee
- d. All criteria specified in clause 1.5

4. Grounds for refusal of Course Credits

- a. The criteria mentioned in clause 1.6
- b. Student has completed the qualifications overseas or from his/her home country which cannot be verified by ACE and/or ACE cannot verify the authenticity of presented documents or evidence.
- c. If the documents presented do not meet the requirements specified above under *'Certifications/Attestations of Original Documents'*

If the referral check results to having doubts on the validity of the contents of the presented qualifications, as specified under *"Authenticating Qualifications / Statement of Attainments"*

5. Fees and Charges

- a. A service fee of \$150.00 (non-refundable) applies to process a Course Credit Application and is paid by the student at the time of submitting the application.
- b. The Management may waive the service fee in consideration of the student's circumstances and is applicable on a case-by-case basis.

6. Records Management

- a. All relevant documents used, from the time of submitting the application for Course Credit, receiving, processing and assessing the application, verifying the authenticity of the documents, assessment outcomes and letter sent to the student, proof of payment of fees, if any, including information if a student access ACE's complaints and appeals process if the application is refused, are to be kept in the student's file.

[12] Course Credit Policy and Procedure		Version 5.4	Updated: Apr 2015
Authorised by CEO	CRICOS # 03219A	RTO # 22424	Review: Apr 2016
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7. Responsibilities

- Course Coordinator
- Trainer / Assessor
- Office Administrator

8. Policy Base

- Standards for Registered Training Organisations 2015
- ESOS National Code (2007): Standard 12
- ESOS Act 2000
- National Skills Standard Council (NSSC)

9. Related Policies

- RPL Policy and Procedure

10. Primary Documents (Related to this Policy)

Forms

- Course Credit Application Form
- Course Credit Outcome Letter

Secondary Documents (Impacted by this Policy)

- Student Handbook
- Staff Handbook
- Pre-Enrolment Brochure

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		Page 6 of 6