Course Credit Policy / Procedure

Policy / Procedure Number: 003

1. Policy

This policy/procedure supports ‘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 college to process any student’s applications for course credit and document any results, including student verification of the outcome. It will provide a process that ensures that students receive written verification of the outcome of the 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 DIAC 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 (AITT) to students for units of competency completed under nationally recognised training. These unit codes must identically match the units that you are applying for credit.

‘Recognition of Prior Learning’ (RPL)
The acknowledgment of skills and knowledge that have been gained through training, work, or life experiences into formal competencies. The assessment of RPL is made from the evidence provided against the units of competency (elements and performance criteria) as described in the relevant endorsed Training Package. To support this type of application, evidence must include description of where and how the skills were obtained.

3. Key Requirements

3.1. Students can apply for course credit at the time of enrolment or within two weeks of commencement of their first term of studies.

3.2. Students are required to submit their applications at the student administration department. Where students are seeking for Recognition of Prior Learning, a separate fee of $250AUD per unit of competency applied is to be paid at the time of application.
3.3. Students must attach the certified copies of relevant documents with their application. Alternatively, students can bring their original documents to college which will be copied and signed as sighted. Only completed application will be processed.

Examples of documents may be required include but not limited to:

- Verified transcript(s) of past academic record(s) indicating the course(s) completed, year completed and grade obtained (including details of the grading system)
- Supporting documentation must be a certified copy and translated in English if applicable;
- A copy of the course description, including the syllabus or handbook outline; and
- Any other information required by the Course Manager

3.4. AITT endeavours to complete the application assessment process within 14 working days of receiving an application or as soon as practical.

3.5. Records of all course credit applications and the outcome will be placed on student’s file.

4. Procedure

4.1. All students are made aware of the option of applying for course credits using a RPL or CT application form throughout the enrolment and orientation process of the course. This is also supported with the information provided in the ‘Student handbook’.

4.2. Where RPL is being applied for, students must include all relevant evidences of work and learning experiences.

4.3. Where Credit Transfer is being applied for, application must be accompanied by nationally recognised Certificates with the detailed Statement of Attainments indicating the units successfully completed including unit codes and titles and dates of completion.

4.4. Students are required to submit their application with supporting evidences as required and outlined in the applications:

**Credit Transfers**

Students who have completed a Nationally Recognised qualification / unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the similar unit(s). Student must provide the original certificate to be sighted by the College staff or certified copy of original document to verify the Credit Transfer.

**Recognition of Prior Learning**

Where students have gained relevant skills and knowledge from any mode other than undertaking formal training for the unit, a student may be eligible for Recognition of Prior Learning. Students must complete an application form and forward it to the Student Administration along with supporting evidences as required. This evidence must be clearly identifiable, and must support the applicant’s case for Recognition of Prior Learning by addressing the relationship of evidence to the Unit of Competency credit is being sought.

4.5. Once the complete application is received by student administration, a copy is made and is placed on student’s file. AITT shall not keep original certificates at any time.
4.6. The application is then forwarded to the Campus Manager for assessment and outcomes determination.

4.7. Once the assessment is made, Campus Manager informs the student administration department of the outcome. The outcome is noted on the document “Confirming Outcome of Credit Application” (Appendix A). This document is forwarded to the student so that they can indicate their decision of accepting or rejecting the outcome.

4.8. Where student accepts the outcome and course duration is reduced as a result of course credits, CEO / Director of Studies will make relevant variations in student’s COE via PRISMS.

4.9. Students who are not satisfied with the outcome of their application can appeal the decision using the procedure as detailed in AITT’s Complaints and Appeals policy.
Appendix A

Confirming Outcome of Credit Application

Date: (insert date)

Student Name: (insert details)
Student Number: (insert details)
Student Address: (insert details)

Dear Student,

This letter is to confirm the outcome of your recent course credit application. The college received your application for:

☐ Recognition of prior Learning
☐ Credit Transfer

Your application was received and has been assessed by the Course Coordinator using the evidence you supplied and the decision has been made:

☐ Your application for Course credit has been unsuccessful
   The reasons that your application was unsuccessful are:
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

☐ Your application has been successful and

   A. You have been granted credit in the following unit(s):
      •
      •
      •
      •
   B. Your course fee is _______________________
   C. Your course duration is ______________

You are required to confirm your notification of this decision and return the attached copy of this letter within 7 days.
If you are unsatisfied with the outcome and explanation you are able to contact the Program coordinator for further clarification or access the Complaints and Appeals procedure which outlines further action that you may be able to take.

Yours Sincerely

Student Administration Manager

Please sign the following Declaration and return to AITT’S Student Administration Office

By signing this declaration:

- You acknowledge that you submitted an application for Course Credit and AITT has assessed this application as per AITT’s Course Credit Policy and Procedures
- You acknowledge that you have been informed of the outcome of your application and have also been informed of your ability to access AITT’s complaints and Appeals procedures if you are unsatisfied with the outcome.

________________________  ________________________  ______________
Student Name          Student Signature           Date