



**SHAFSTON**  
www.shafston.edu

# Course Credit Policy and Procedure

## Policy

This policy/procedure supports 'Standard 2 – Course Credit' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2018' which states registered provider must have and implement a documented policy and process for assessing and recording RPL, and granting and recording course credits.

This policy implements a procedure for Shafston International Pty Ltd 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 DHA via PRISMS.

## Definitions

**'Course Credit'** is defined as: 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.

**'Recognition of Current Competency' (RCC)** The granting of exemption or credit by a Registered Training Organisation (RTO) to students for unit(s) of competency completed under accredited training from a Registered Training Organisation where the Unit code is different and the competencies can be mapped to equivalent. No gap training or assessment is required.

**'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. These unit codes must be the same or show on training.gov.au that the unit of competency is equivalent to the units that you are applying for credit and supported with evidence (i.e. Academic Transcript).

**'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 of where and how the skills were obtained are required. I.e. A certificate where the codes do not match but are of similar skills and knowledge would require an ability to assess the learning outcomes against the learning outcomes of the current course.

## Process

1. All students are made aware of the ability to apply for course credit via a RPL, RCC or CT application throughout the enrolment and induction process of the course. This is supported with information provided on the Shafston website and in the VET Student Handbook.
2. If a student has already started their course of study they are to place any applications for course credit by the 2nd week of the first term of study in their enrolled course.
  - All applications are to be submitted to Student Admissions and include certified documents or original documents to be sighted and copied by Student Administration.
  - Applications will not be accepted unless all required information is included.
  - Where RPL is being applied for the students must include all relevant evidence of work experience and where learning has occurred.

- A Credit Transfer application must be accompanied by nationally recognised Certificates with detailed Statement of Attainments or Record of Results indicating the units successfully completed including unit codes and titles and dates of completion.
- A Credit application must be accompanied by recognised Certificates with detailed Statement of Attainments or Record of Results as well as Unit Descriptions and Unit Objectives and must include detailed course outlines or other documentation giving sufficient details, including content, assessment schedule and duration, of the studies completed to enable assessment of the application.
- Students are required to submit their application with supporting evidence as required and outlined in the applications:

### **Credit Transfer**

Students who have completed a Nationally Recognised unit of competency that has the exact same code or shows on training.gov.au that the unit of competency is equivalent, will be eligible for a credit transfer for the particular unit(s). The student must provide the original certificate to be sighted by the College to verify the Credit Transfer. The college must verify the result via the issuing provider or seek approval from the student to access their USI registry for verification.

### **Recognition of Prior Learning**

Where students have gained relevant skills and knowledge other than undertaking accredited training for the unit, a student may be eligible for Recognition of Prior Learning. Students must complete an application form and submit to Student Admissions with supporting evidence as required. This evidence must be clearly identifiable, and 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.

1. Applications for course credit must be submitted along with the relevant RPL application form or Credit Transfer application form completed by the student.
2. Applications are received by Student Admissions in the first instance and the application and supporting documentation is copied and placed into the student file. Where originals are required to be sighted the Student Admissions manager will sight the originals and indicate on copies that originals have been sighted and return originals to the student. The RTO shall at no time accept original certificates original certificates.
3. The application is then forwarded to the relevant Course Coordinator (Head Trainer) to be assessed and outcomes determined.
4. Where any application for course credit is received by the college, either RPL, RCC or CT, the college is to assess the application and provide an outcome to the application within 14 days of receiving it, or as soon as practical where further information is required to determine the outcome.
5. Where either of the above, Credit Transfer, Recognition of Current Competency or Recognition of Prior Learning, applications are received the following must occur:
  - Student Administration must adjust the student's CoE for International Student Visa holders to reflect any reduction in the period of study the student is enrolled.
  - The RTO needs to provide the student a 'Confirming Outcome of Credit Application'. The students must reply and indicate agreement with the outcomes of Credit Transfer or Recognition of Prior Learning applications and a copy is then kept on the students file.
  - If you are unhappy with the result of your Course Credit application you are advised to refer to the Grievance and Appeals Policy and access and submit the Student Complaint and Appeal Form for Academic Decisions.
  - Where Course Credit is granted for Units of Competency this will be applied once all fees are paid and a student has registered for the course of study that the Unit is delivered in.

### **Documentation**

- RPL Application • CT & RCC Application
- Student Complaint and Appeal Form for Academic Decisions

