

1. Policy

Course credit and recognition of prior learning is part of a system to allow students to provide the appropriate evidence to achieve course credit and to acknowledge and accommodate the recognition of other RTO qualifications and statements of attainment.

2. Organisational Scope

This policy, and the various procedures contained in it, applies to all Vocational Training applications for enrolment across the scope of course delivery

3. Regulation

Standards for RTOs 2015

Standard 1. The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses

1.1. The RTO offers recognition of prior learning to individual learners.

ESOS Act 2000 National Code 2017

Standard 12 – Course credit: Registered providers appropriately recognise course credit within the ESOS framework.

12.1 Where the registered provider grants course credit, the registered provider must:

- a. have documented procedures for the granting and recording of course credit, and
- b. provide 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.

12.2 If the registered provider grants the student course credit which leads to a shortening of the student's course, the registered provider must:

- a. 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
- b. 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.

4. General Principals

4.1 Applications for course credit will be processed in a timely manner

4.2 All applications will be assessed by an appropriately qualified assessor

4.3 Any changes to course duration as a result of credit will be reported via PRISMS

5. Procedure

- 5.1** Students need to apply for course credit in writing with supporting evidence as required.
- Original support documents will be sighted by Administration, copied and returned to the student.
 - It will be noted on the copies that the originals have been sighted.
 - At no time are original certificates accepted for hold.
- 5.2** Course credit applications will be assessed by a qualified assessor of the relevant vocational area
- Where any application for course credit is received by the Institute , either RPL/RCC or CT, assessment of the application and provision of outcome to the application will be processed within 14 days of receiving, or as soon as practical where further information is required to determine the outcome.
- 5.3** The student will be provided with a letter advising the application outcome.
- 5.4** The students must sign the outcome advice letter to indicate agreement with the outcomes and a copy is kept on the students file
- 5.5** Information on unit credits granted will be passed on to the Academic department to advise trainer/assessors

6. Associated Documentation

| Form | Current Version |
|------|-----------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |