

1.0 Policy

This policy 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 outlines a procedure for Ultimate Institute of Australia 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 the appropriate government agency(s).

2.0 Related Standard

Standard 12 (The National Code 2007)

3.0 Scope

This policy applies to all international students enrolled at Ultimate Institute of Australia.

4.0 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 a Registered Training Organisation (RTO) to students for units of competency completed under accredited 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 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 learners competency against the learning outcomes of the current course.

5.0 Procedure

- 5.1 All students are made aware of the ability to apply for course credit via a RPL or CT application throughout the enrolment process of the course. This is supported with information provided in the 'Student Handbook.' Students also have access to Credit Transfer Policy and Procedures and RPL Policy and Procedures.
- 5.2 Students are to place any applications for course credit within the 14 days of the first term of study in their enrolled course. To apply for course credit, the student must complete either a 'Credit Transfer Application Form' or a 'RPL Application Form.'
- 5.3 All applications are to be submitted to Student Administration and include original documents to be sighted and copied by Student Administration. Applications will not be accepted unless all required information is included.
- 5.4 Where RPL is being applied for the students must include all relevant evidence of work experience and where learning has occurred.
- 5.5 A 'Credit Transfer Application Form' must be accompanied by nationally recognised Certificates with detailed Statement of Attainments indicating the units successfully completed including unit codes and titles and dates of completion.
- 5.6 Applications are received by Student Administration 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 Administration Manager will sight the originals and indicate on copies that originals have been sighted and return originals to the student. The Institute shall at no time accept original certificates.
- 5.7 The application is then forwarded to the relevant Training Manager to be assessed and outcomes determined and notified in accordance with the Credit Transfer Policy and procedures and RPL Policy and procedures.
- 5.8 After Course Credit is granted a student's course schedule must be reviewed and any reductions in the scheduled attendance and the reasons for the reduction recorded and placed in the student's file.
- 5.9 If possible a full-time load for the student should be maintained by adjusting a student's course schedule and duration for completion of the course.
- 5.10 Any course duration reduction as a result of grant of Course Credit to students must be indicated on:
 - a. the Confirmation of Enrolment if granted prior to the issue of a visa, or
 - b. PRISMS if granted after the issue of a visa.

6.0 Resources and Forms

Credit Transfer Application Form
RPL Application Form
Credit Transfer Policy and Procedure
RPL Policy and Procedure
Credit Transfer Outcome Form

Course Credit Policy and Procedure



7.0 Approval

This policy and procedure has been endorsed by the CEO and the management of the Ultimate Institute in June 2015 and will be implemented upon an approval as an RTO by ASQA.

8.0 Revision history

Revision	Date	Description of modifications
1 1.0	June 2015	Policy created and approved
2 1.1	August 2016	Updated and approved
3		