SC2-I: Course Credit Policy & Procedure

Contents

Purpose

The purpose of this policy and procedure is to outline Australian Institute of Entrepreneurship's approach to ensuring students are provided with credit for units of competency and/or modules where they are evidenced by:

- AQF certification documentation issued by another RTO of AQF authorised issuing organisation such as a university

- Authenticated VET transcripts issued by the Registrar.

Course credit may also be awarded for RPL. The process for RPL is included in *TA1 Training and Assessment Policy & Procedure*.

This complies with Clause 1.12 and 3.5 of the Standards as well as National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, Standard 2

The recording of course credit is addressed in the *SC6-I Student Administration Policy & Procedure*.

Definitions

AQF means Australian Qualifications Framework which can be accessed at http://www.aqf.edu.au/

Certification document means a Testamur, Statement of Attainment or Record of Results

Credit means recognition of the previous studies a student has completed for the purpose of reducing the units or modules required to be completed in their currently enrolled program

Course means any nationally recognised qualification, unit of competency, skill set or short course in which a student is enrolled with the RTO

A Confirmation of Enrolment letter (CoE) is a document, provided electronically, 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.[1]

Record of Results is a record of all the units and modules completed and their results that lead to an AQF qualification or VET Accredited Course being issued and is issued alongside an AQF qualification or Statement of Attainment

Registrar means the Student Identifiers Registrar

PRISMS mean Provider Registration and International Students Management System

RPL means Recognition of Prior Learning

SRTOs means the Standards for RTOs 2015 – refer definition of 'Standards'

Standards means the Standards for Registered Training Organisations (RTOs) 2015 of the VET Quality Framework which can be accessed from www.asqa.gov.au

Statement of Attainment confirms that one or more nationally recognised units or modules has been achieved by an individual but is only used where there has been partial completion of a qualification or VET accredited course

Testamur is an official certification document that confirms that an AQF qualification has been awarded to an individual. This may be called an 'award', 'qualification' 'parchment', or 'certificate'

Policy

1. **Application for Credit**

   - All students will be offered the opportunity to apply for credit for previously completed studies. Students can apply for Credit by completing a *Credit Application Form* and providing relevant supporting documents, including certified copies of transcripts. This may include VET transcripts or extracts issued by the Student Identifiers Registrar.

   - All evidence provided as part of an application for Credit will be authenticated by Australian Institute of Entrepreneurship by contacting the issuing organisation to confirm the details provided on the document are valid. In the case of transcripts issued by the USI Registrar, documents will be authenticated through the USI Registry System.

   - Australian Institute of Entrepreneurship will not require any student to repeat any unit or module which they have already been assessed as Competent unless there is a license condition or regulatory requirement that requires this.

2. **Assessing Credit**

   - Where a student provides authenticated evidence of units or modules issued by another RTO or authorised issuing organisation, Australian Institute of Entrepreneurship will provide Credit for that

---

[1] Definition sourced from https://internationaleducation.gov.au/regulatory-information/education-services-for-overseas-students-esos-legislative-framework/national-code/pages/definitionsandacronyms.aspx (accessed 4th July, 2017)

unit or module where it is a unit listed in the student's course of enrolment with Australian Institute of Entrepreneurship.

- Where evidence has been provided of previous study being completed at another RTO, university or other authorised issuing organisation, but the unit or module is not listed in the student's course of enrolment with Australian Institute of Entrepreneurship, an analysis as to the equivalence of the study completed with the units in the student's enrolment with Australian Institute of Entrepreneurship will be undertaken.

3. Credit application outcomes

- Students will be advised of the outcome of their Credit application in writing.

- Where there are significant Credits granted, this may result in a reduction of the Course fees which will be advised at the same time.

- For international students:

  – Where Credit or RPL has been granted after the acceptance of a place in a course or on commencement of studies and will affect the duration of studies, this will be recorded in PRISMS and a new Confirmation of Enrolment Letter (CoE) created.

- The result of Credit Transfer will be recorded for any relevant units on the student management system.

- Students may appeal the decisions made about their Credit application by following the *Complaints and Appeals Policy & Procedure.*

Procedures

1. Issuing Credit

Procedure	Responsibility
a. Applications for Credit • Students will be offered the opportunity to apply for Credit as part of the enrolment process. • To apply for credit, a student should fill in the *Credit Application Form* and supply certified copies of their relevant transcripts. • Applications that do not include certified documents should be returned to the student, unless originals of the copies are certified by an RTO staff member.	Student Administration Officer
b. Review Credit application • Transcripts should be reviewed for their authenticity. Consider:	VET Coordinator/ Trainer/Assessor

Procedure	Responsibility
− Does the transcript include the expected information on an AQF Certification document such as name of institution, code, full name of student, name and codes of units completed? − Has the copy been certified? • Are the units/modules previously studied relevant to the student's current enrolment? If not, the Credit Application does not need to be progressed further and the student can be advised that they were not granted any Credits. • Where units are relevant, contact the issuing institutions to confirm the authenticity of the transcripts. • Where there is a direct unit match by code and title, a Credit can be issued. • Where previously completed studies are deemed equivalent by the Training Package to a unit in the student's enrolment, a Credit can also be granted for those relevant units. • Where previously completed studies are relevant/ similar to a unit in the student's enrolment, the content of the completed units/modules must be analysed to identify whether the outcomes are equivalent to any units/modules in the student's course. This may be assessed by reviewing the content of the unit/module which may be accessed through the university or the student may be asked to provide further information if required. • Where equivalent outcomes are identified, a Credit can be issued. The reason for the Credits issued should be documented on the Credit Application.	
c. Determine effect of granting credit and notify student of outcome • Once credits have been determined, notify the student of the outcome of their Credit Application in writing. • Where Credits have been granted, reducing the amount of training and assessment needing to be provided, review the cost of the course and advise the student of the reduced course fees. • Where Credit has been granted, identify the reduction in the course duration based on the amount of credit awarded and advise the student of the reduced duration. • For international students, If the credit is granted prior to commencement, create the CoE based on the duration of the course minus the number of weeks allocated for the unit/s for which the credit awarded. If credit is awarded following commencement, enter the variation into PRISMS	VET Coordinator/ Trainer/Assessor
d. Notify student of Credit outcome	Administration Team

Procedure	Responsibility
• Once credits have been determined, notify the student of the outcome of their Credit Application in writing. • Where 3 or more Credits have been granted, reducing the amount of training and assessment needing to be provided, review the cost of the course and advise the student of the reduced course fees. • For international students, follow procedures indicated in *Student Administration P&P* in regard to notification and acceptance of credit and issuing of CoE when credit is awarded.	
e. Keep records of Credits granted • Keep records of all documents used in the assessment of a Credit Application in the student's file.	VET Coordinator/ Trainer/Assessor

Document Control

Document No. & Name:	SC2-I - Credit P&P V2.0
Quality Area:	SC Students & Clients
Managed By:	RTO Manager
Status:	Approved
Approved By:	CEO
Approval Date:	8/8/2018
Review Date:	6/30/2019
Standards (SRTOs):	Clause 3.5
Standards (National Code):	Standard 2