

## Course Credit and RPL Policy

### 1. Purpose

This policy/procedure supports Clause 1.8, 1.12 and 3.5 of the Standards for RTO 2015 and Standard 2 of the 'National Code of Practice for Providers of Education and Training to Overseas Students 2018'.

ASOC has implemented a documented policy and process for assessing and recording Recognition of Prior Learning (RPL), granting and recording course credit, if it intends to assess RPL or grant course credit'.

This policy implements the procedures for the school to process the student's applications for course credit and document the results, including student verification of the outcome.

It will provide a process that ensures that the students will receive written verification of the outcome of course credit application and records are kept with student files.

ASOC will also ensure that any changes to the course duration that occurs from granting a course credit, after a student visa is granted, will be reported to the Department of Home Affairs (DHA) via Provider Registration and International Student Management System (PRISMS).

### 2. Scope

This policy applies to all the students applying to study a vocational course with Australian School of Commerce (ASOC).

### 3. Responsibility

Training Manager and Administration Manager will be responsible for the implementation of this policy and to ensure that staff members and students at Australian School of Commerce (ASOC) are aware of its application and that the staff implement its requirements.

ASOC will accept and provide credit to students for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evident by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- authenticated VET transcripts issued by the Registrar.

### 4. Definitions

**Credit:** Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

**Course Credit-** is defined by the National Code 2018 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 an accredited training.

Definition of credit transfer: Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on the identified equivalence in the content and learning outcomes between the matched qualifications.

#### Such as:

- Unit/module is the same i.e. same code and title

- Unit/module has been reviewed and this results in minor changes to the unit/module code e.g. B to C. This indicates that the learning outcomes of the unit/module have remained the same.
- Unit/module has been transferred from another training package/curriculum and recorded; however, the learning outcomes remains the same.
- If the course credit is given before the student visa is granted, the confirmation of enrolment (COE) issued for that student will indicate the actual net program duration (as reduced by course credit) for that program.
- If course credit is given after the visa is issued, and it results in shortening of the student's program duration, the School will report the change of program duration to DHA via PRISMS.

**Recognition of Prior Learning (RPL)**- RPL involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. RPL is defined as an assessment-only pathway of determining the competence of a person. RPL is an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes or competency standards. To support this type of application evidence of where and how the skills were obtained is required.

Australian School of Commerce (ASOC) recognises the prior learning of students based on:

- previous training, (includes overseas qualifications);
- formal study and acquisition of a qualification and statements of attainment from another RTO;
- practical experience in a work environment;
- projects undertaken; and
- life experience.

**DHA:** Department of Home Affairs

## 5. Requirements

- ASOC will recognise the qualifications, statement of results and statements of attainment issued by any other registered provider. As a result, students will be granted exemptions or advanced standing in a course as a consequence of having completed the same unit(s) in another Institute.
- ASOC's Marketing team will ensure credit transfer and RPL information is included in the information given to the students prior to the enrolment so that students are aware of the RPL and/or Credit transfer.
- All staff including coordinators, trainers and student Support team will be provided with information about the Credit Transfer and RPL application process to assist students in completing applications.
- ASOC will adapt fairness and equity while operating its operation and implementing this policy and procedures.
- If a student provides suitable evidence, they have successfully completed a unit or module at any RTO, ASOC will provide credit for the unit or module.
- The decision to assess prior learning or grant course credit will preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.
- Before providing credit on the basis of a qualification, statement of attainment or record of results, ASOC will either authenticate the information by directly accessing the USI transcript online or contact the organisation that issued the document to confirm the content is valid.
- Students will be granted with credit for the studies completed at an RTO or at any other authorised issuing organisation, such as a university.
- All students will have access to the "Complaints and Appeals policy and procedure" of ASOC.

## 6. Procedures

### 6.1 Credit Transfer

- Students will be advised that credit transfer is available prior to enrolment through the student handbook/prospectus, website and students will also be made aware of the ability to apply for credit transfer at the time of course enrolment and during the induction.
- Students are requested to apply for credit transfer before enrolment but no later than 2nd week of the first term of study in their enrolled course.
- Students must complete the Credit Transfer Application form, and submit the application to the Administration department or at the Reception.
- The application must include copy of verified Award or statement of attainment copies, all original documents and must identify the units successfully completed including unit codes, unit name and dates of completion.
- Training Manager or Administration Manager will verify the Award or Statement of Attainment, and other original documents submitted along with the Credit transfer application form and will grant credit transfers for identical units that have been identified as being completed at another Registered Training Organisation.
- Verified copies of Qualifications and Statements of Attainment and other documents provided by the students and used as the basis for granting Credit Transfer will be placed in the student files.
- Granting of Credit Transfer will be recorded as a unit outcome and kept in the students file.
- If Credit transfer is granted, ASOC will provide a written record of the decision to the students to accept and will retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

### 6.2 Recognition of Prior Learning (RPL)

- Students will be advised that RPL is available prior to enrolment through the student handbook/prospectus, website, and students will also be made aware of the ability to apply for RPL at the time of course enrolment and during the induction process. ASOC has a dedicated RPL kit for each qualification to assist the students in effective RPL process.
- Students are requested to apply for Recognition of Prior Learning before enrolment but no later than 2nd week of the first term of study in their enrolled course.
- An RPL application for students will include all relevant evidence of work experience and where the learning has occurred. Applications will not be accepted unless all required information is included. Students who request an RPL assessment will be advised of the evidence required and suggestions on how to obtain it (e.g., supervisor evidence, previous projects, transcripts of qualifications completed, work experience, in-service training, distance education or open learning, community-based learning, or overseas education, training or experience etc.)
- All RPL Applications are to be submitted to the administration department/Reception in the first instance along with verified supporting documents. The application and supporting documentation will be copied and placed into the student's file. Where originals are required for verification, authorised ASOC staff from the Administration department or representative will sight and indicate on copies "original sighted" and shall return originals to the student. ASOC will at no time accept and retain original certificates.
- The application will then be forwarded to Training Manager or representative to be assessed and outcomes will be determined by RPL/qualified assessor.
- It will be ensured that the evidence provided is valid, authentic, current and sufficient and that the process is fair, flexible and valid.
- If the outcome of the evidential documentation is not sufficient, then the student will be advised to provide further documentation to validate his/her skills/experience. The Training Manager or representative will set a date for the additional documents to be submitted.
- The applicant will be notified of the outcome of the RPL. On the basis of the assessment, the student will be advised that:
  - the application has been granted; or
  - the application has been denied; or

- further evidence is required
- Where an application for RPL or Course Credit is received by ASOC, Training Manager or representative will assess the application and provide an outcome to the application within 14 working days of receipt or as soon as practicable where further information is required to determine the outcome. If RPL is approved, the applicant will be marked as “CT or RPL” rather than “Competent” in the transcript of records.
- Where either of the above, credit transfer or RPL applications are received or course credit is approved, the following must occur: Enrolment Officer or representative will change student’s COE to reflect reduction in period of study. ASOC will provide student with the outcome of the credit application. The students must sign a letter to indicate the agreement with the outcomes of credit transfer or RPL applications and a copy will be kept in the students file.
- ASOC’s Assessment policy will be followed when undertaking RPL assessments.

### 6.3 Recording course credit change

- If the course credit is given before the student’s visa is granted, the confirmation of enrolment (COE) issued for that student will indicate the actual net program duration (as reduced by course credit) for that program.
- If the course credit is given after the visa is issued, and results in the shortening of the student’s program duration, the School will report the change of program duration to DHA via PRISMS.

### 6.4 RPL Policy for overseas qualification

#### Verification of vocational / academic competence

- ASOC will endeavour to verify all academic qualifications & vocational competence by assessing overseas qualification via the interview process, if required.
- All overseas qualification achieved will be reviewed and assessed through the Australian Education International (AEI) through the National Office of Overseas Skills Recognition (AEI-NOOSR) guidelines to check its relevance and its standards within the Australian Qualifications Framework.
- Students applying for RPL into ASOC’s training package units will have to provide a verified overseas qualification, a transcript and a detailed breakdown of the curriculum covered under the units that the student is claiming RPL for. ASOC will employ a suitably qualified assessor to conduct the assessment of the RPL request. ASOC will advise the students of the result of the RPL application within 2 weeks from the date of the application is received.

Students may contact ASOC on 1300 781 194 or email us at [Info@asoc.edu.au](mailto:Info@asoc.edu.au) for more information.

### 7. Granting RPL or Course Credit

ASOC will notify the students by giving a written record of the decision to the overseas student if RPL or Course Credit is granted.

Students are requested to accept and retain the written record of acceptance for two years after the student ceases to be an accepted student.

If RPL or Course Credit is granted that reduces the overseas student’s course length, students will be informed of the reduced course duration following granting of RPL and ensure that the confirmation of enrolment (CoE) is issued only for the reduced duration of the course.

Similarly, if RPL or Course Credit is granted that reduces the overseas student’s course length, ASOC will report any changes of course duration in PRISMS if RPL or course credit is granted after the overseas student’s visa is granted.