

Policy for Granting Course Credit/RPL

Definition

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.

Credit transfer

The College recognises all AQF qualifications and Statements of Attainment issued by other Australian Registered Training Organisations. Credit Transfer will only be granted for an entire unit of competency, not for individual elements of competency. Credit transfer application process:

- Student completes a separate application form for each unit using the course credit application form
- Student submits the application form AND documentary evidence
- The completed unit is compared against the unit for which the student is applying for credit
- Assessor makes a judgement and records it on the application
- Assessor returns application to Business Manager for signing off with result
- RTO administration records result against student's name
- RTO administration notifies student of result
- Student may appeal the decision within 28 days of notification by filling out the Complaints and Appeals form.

Recognition of prior learning

Students can apply for Recognition of Prior Learning (RPL) using the RTO's approved processes. Students are made aware of the RPL option through marketing and course information booklet and the RPL application form is available upon enquiry.

Effect of student visa

Course credit may reduce the length of a student's course. If this occurs before a visa is granted, the net course duration is indicated in the confirmation of enrolment (CoE) issued to that student.

If the course credit is granted after the visa is granted, any change in course duration will be reported via PRISMS using the Student Course Variation function to generate a new CoE with the revised end date and the cancellation of the original CoE.