

**Austech Institute for Further Education**

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**Course Credit Policy and Procedure**

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 <p>Austech Institute for Further Education</p>	<b>Title</b>	
	Course Credit Policy and Procedure	
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## 1.0 Purpose

Austech Institute for Further Education must appropriately process each course credit application; follow the requirements outlined in the National Code standard 12, established under the Australian Government's Education for Overseas Students (ESOS) Act 2000.

## 2.0 Scope

This policy and procedure is outlined to ensure that the qualifications and Statements of Attainment issued by any other Registered Training Organisation are recognised for credit towards courses offered by AIFE; and for managing changes to enrolment as a consequence of course credit.

## 3.0 Responsibility

### **Course Coordinator - Assessor**

- i. AIFE shall at all times ensure that the assessors completing assessment for Course Credit will have completed a Certificate IV in Training & Assessment TAA40104 OR equivalent units:
  - TAAASS401A Plan and organise assessment;
  - TAAASS402A Assess competence
  - TAAASS404A Participate in assessment validation,Plus the relevant vocational competencies.
- ii. Provide Course Credit Outcome Letter.

### **Enrolment Team Leader (ETL)**

- i. Provide applicants with information regarding Course Credit policy and procedure.

- ii. Collect Course Credit application, supporting evidence and submit to Assessor.
- iii. Issue revised offer letter, where Course Credit has been granted, indicating the actual net program duration, after being reduced by the Course Credit.
- iv. Where Course Credit is granted before the issue of a visa, the new course duration (shortened by Course Credit) will be indicated on the CoE issued for that student.
- v. Where Course Credit is granted after the issue of a visa, the reduction in course duration will be reported via PRISMS within 14 working days and a new CoE will be issued.
- vi. If any Course Credit is granted, ETL must record the unit outcome as Competent in the student database.
- vii. Inform Accounts Officer of any fee adjustments required.
- viii. Place all documentation in student admin file, and upload onto student profile.

#### **Compliance Officer**

- i. Will arrange a study plan for the students' course, based upon outcome of Course Credit.
- ii. Attach all evidence onto student profile.
- iii. Email will be sent to student, Enrolment Team Leader and Course Coordinator of arranged study plan.

#### **Accounts Officer**

- i. Will change fee structure according to details provided by ETL.

## 4.0 Policy

1. AIFE will ensure that all prospective and current students have access to the Course Credit policy and procedures. Application for Course Credit will be managed efficiently, and a response provided to the applicant within 10 working days.
2. The qualifications and Statements of Attainment issued by any other Registered Training Organisation must be recognised.
3. Applicant may be entitled to Course Credit if they have completed training at another Registered training Organisation and have Statements of Attainment for competencies that are equivalent to Units of Competency contained within the course they are seeking credit in. Course Credit will also be given where there has been some determination by a qualified assessor that equivalence exists against the vocational outcomes of the current program.
4. A qualification cannot be attained entirely through course credit; applicant must be enrolled in at least one unit from the course you are applying Course Credit in.
5. All international documents must have a certified English translation.
6. Thus, applicants can apply for Course Credit for whole competencies or subjects within the course in which they wish to/or are enrolled.
7. If Course Credit is granted, tuition fee/cost exemptions may be granted at the discretion of the Assistant CEO.
8. Applicants who are awarded Course Credit are not required to attend those units/modules for which Course Credit has been granted.
9. Note, international students must comply, regardless of whether Course Credit granted, with relevant conditions attached to their student visa. This policy does not negate the relevant legislation applicable to international students.

### Definitions

- **Credit**

Credit is the acknowledgement that a student has satisfied the requirements of a unit/unit of competency/module, either through previous study ((Course Credit) or through work or life experience (RPL). The granting of credit exempts the student from participating in a unit/unit of competence/module thus is not

required to complete that unit/unit of competency/module in order to attain the qualification.

- **Recognition of Prior Learning**

Recognition of Prior Learning relates to the learning achieved outside the formal education and training system. It is an assessment process that assesses the individual's non-formal and informal learning. This may include any combination of formal or informal training and education, work experience or general life experience to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.

- **Course Credit**

Course credit relates to the learning achieved through formal education and training. In this process the initial unit/unit of competency/module is assessed against the new unit/unit of competency/module to determine the extent to which it is equivalent to the required learning, competency outcomes, or standards in a qualification.

## 5.0 Procedure

1. Applicant should consult with the Enrolment Team Leader regarding the course. ETL will advise applicant of the specific content of the course; the evidence needed to demonstrate your previous studies; and procedure for applying for Course Credit.
2. An applicant requesting credit through Course Credit for any course must use AIFE approved form – Course Credit Application Form, available from the Student Service Centre, Reception, or download from AIFE website.
3. The applicant submits to ETL, the Course Credit Application Form, with documentary evidence of prior relevant learning outcomes.
4. All assessments of Course Credit applications are reviewed by assessors.
5. An interview may be conducted to verbally assess the learners' knowledge, and to clarify any inconsistent judgements.
6. At the interview, assessor will provide immediate initial feedback about the Course Credit application. This may include information about the sufficiency, currency and validity of evidence submitted.
7. Where Course Credit has been granted:
  - i. Issue revised offer letter, indicating the actual net program duration, after being reduced by the Course Credit;
  - ii. Where Course Credit is granted before the issue of a visa, the new course duration (shortened by RPL) will be indicated on the CoE issued for that student.
  - iii. Where Course Credit is granted after the issue of a visa, the reduction in course duration will be reported via PRISMS within 14 working days and a new CoE will be issued.
8. If any course credit is granted, Compliance Officer will arrange a study plan, which is then communicated to the student, ETL and Course Coordinator.
9. If any Course Credit is granted, ETL must record the unit outcome as Competent in the student database.
10. The outcome of any Course Credit assessment should be suitably recorded and the applicant should be informed of the result through a Course Credit Outcome Letter.

11. The outcome of any Course Credit decision must be accepted in writing by the student, and this acceptance is retained on the student's file.

12. In the event that Course Credit is not granted, or not granted for any of the units/modules/courses requested, the applicant can appeal the decision.

Please refer to AIFE Complaint and Appeals Policy and Procedure.

## 6.0 Implementation Guide

Staffs are required to know the policy and procedures regarding Course Credit. This includes being able to locate and understand the content of Course Credit Application Form, Policy and Procedures, and any other related material. All documentation can be found on Sharepoint.

## 7.0 Outcomes

Student is able to appropriately access and apply for Course Credit. Staffs have a systematic policy and procedure to guide and assist in processing Course Credit.

## 8.0 Appendix

### Extract from National Code 2007

#### Standard 12 – Course credit

##### Outcome of Standard 12

**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.