

# SC12-I: Course Credit Policy & Procedure

## Domestic and International Students

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### Contents

Purpose .....	1
Definitions .....	1
Policy .....	2
Procedure .....	2
1. Issuing Credit .....	2
Document Control .....	3

### Purpose

The purpose of this policy and procedure is to outline SSB'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 *TA7 Training and Assessment Policy and Procedure*.

This complies with Clause 1.12 and 3.5 of the Standards and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 Standard 12.

The recording of course credit is addressed in the *SCI38 Student Administration Policy and 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

**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

**PRISMS** means Provider Registration and International Students Management System

**RPL** means Recognition of Prior Learning

**Standards** means the Standards for Registered Training Organisations (RTOs) 2015 from the VET Quality Framework

**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

# SC12-I: Course Credit Policy & Procedure

## Domestic and International Students

**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. SSB 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. All students will be offered the opportunity to apply for credit for previously completed studies during the enrolment process. Credit can be accessed by a student by completing the Credit Application Form and submitting relevant supporting documents.
3. Where a student can provide certified copies of AQF certification documentation issued by another RTO or authorised issuing organisation, SSB will provide credit for that unit or module.
4. Where evidence has been provided of previous study being completed at another RTO, university or other authorised issuing organisation, an analysis as to the equivalence of study completed with the relevant units in the student's enrolment with SSB will be undertaken.
5. All evidence provided as part of an application for Credit will be authenticated by contacting the organisation that issued relevant documents to confirm the content is valid.
6. Credit will not be issued where there is a licensing or regulatory requirement that restricts the issuing of Credit.
7. Students will be advised of the outcome of the Credit Application in writing and must accept the credit awarded. Where credit is applied for and approved at the time of application, the course credit will be written into the student's letter of offer and written agreement. This may result in a reduction of the Course fees.
8. Where credit is provided after the acceptance of a place in a course or on commencement of studies and the credit will affect the duration of studies, this is recorded in PRISMS and a new CoE created.
9. Where there is significant Credit granted, this may result in a reduction of the Course fees which will be advised at the same time.

### Procedure

#### 1. Issuing Credit

Procedure	Responsibility
<b>A. Applications for Credit</b> <ul style="list-style-type: none"><li>• Students will be offered the opportunity to apply for Credit as part of the enrolment process.</li><li>• To apply for credit, a student should fill in the <i>Credit Application Form</i> and supply certified copies of their relevant transcripts.</li><li>• Applications that do not include certified documents will be returned to the student, unless originals of the copies are certified by an RTO staff member.</li></ul>	Student RTO Administration Team
<b>B. Review of Credit application</b>	Training Manager/

# SC12-I: Course Credit Policy & Procedure

## Domestic and International Students

Procedure	Responsibility
<ul style="list-style-type: none"> <li>• Transcripts are reviewed for their authenticity. Consider:               <ul style="list-style-type: none"> <li>– AQF Certification documents, name of institution, code, full name of student, and codes of units completed are examined</li> </ul> </li> <li>• Relevance of study is considered. If irrelevant, the Credit Application will not be progressed further and the student will be advised that they were not granted any Credits.</li> <li>• Where units are relevant, contact the issuing institutions to confirm the authenticity of the transcripts.</li> <li>• Where there is a direct unit match by code and title, a Credit will be issued, if authenticity is confirmed.</li> <li>• Where previously completed studies are deemed equivalent by the Training Package to a unit in the student's enrolment, a Credit will also be granted for those relevant units.</li> <li>• Where previously completed studies are relevant/ similar to a unit in the student's enrolment, the content of the completed units/modules will be analysed to identify whether the outcomes are equivalent to any units/modules in the student's course. This will 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.</li> <li>• Where equivalent outcomes are identified, a Credit will be issued. The reason for the Credits issued will be documented on the Credit Application.</li> </ul>	Trainer/Assessor
<p><b>C. Notification of Credit outcome</b></p> <ul style="list-style-type: none"> <li>• Once credits have been determined, the student will be notified of the outcome by email.</li> <li>• Where 3 or more Credits have been granted, reducing the amount of training and assessment needing to be provided, the cost of the course will be reviewed and the student will be advised of the reduction in course fees.</li> <li>• For international students, procedures will be followed as indicated in <i>Student Administration Policy and Procedures</i> in regard to notification, acceptance of credit, and issuing of CoE when credit is awarded.</li> </ul>	Training Manager/ Trainer/Assessor
<p><b>D. Records of Credits granted</b></p> <ul style="list-style-type: none"> <li>• SSB keeps records of all documents used in the assessment of a Credit Application in the student's file.</li> </ul>	Training Manager/ Trainer/Assessor

### Document Control

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Quality Area: SC Students & Clients

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## SC12-I: Course Credit Policy & Procedure

### Domestic and International Students

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