## POLICY: COURSE CREDIT

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<tr>
<th>CRICOS Ref:</th>
<th>Standard No: 12</th>
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<td>SRTO2015 Ref:</td>
<td>Standard 3</td>
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### Policy

This Policy and Procedure supports ‘Standard 12 – Course Credit’ of the ‘National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007’, SRTO2015 Standards and the VET Quality Framework which states ‘Registered providers must appropriately recognise course credit within the ESOS framework.’

This policy implements a procedure for the College to process any student’s applications for course credit and document any results, including student verification of the outcome. It will provide a process that ensures that students receive written verification of the outcome of the course credit application and records are kept with student files.

It also ensures that any changes to course duration that occur from granting a course credit, after a Student Visa is granted, are reported to DIBP via PRISMS.

### 1. Definitions

**‘Course Credit’** is defined by the National Code 2007 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 for units of competency awarded by a Registered Training Organisation (RTO). These units must be the same the units that applied for and supported with evidence (i.e Testamur or Statement of Attainment)

**‘Recognition of Prior Learning’ (RPL)**

The acknowledgment of skills and knowledge that have been gained through training, work, or life experiences into formal competencies. The assessment of RPL is made from the evidence provided against the units of competency (elements and performance criteria) as described in the relevant endorsed Training Package. To support this type of application evidence of where and how the skills were obtained are required. i.e. A certificate where the codes do not match but are of similar skills and knowledge would require an ability to assess the learning the outcomes against the learning outcomes of the current course.
## PROCEDURE: COURSE CREDIT

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<td>SNR15 and SNR 23</td>
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### Action/Method

- All students are made aware of the ability to apply for course credit via the course credit application form throughout the enrolment and induction process of the course. This is supported with information provided in the ‘International Student Information Handbook’.
- Students are to submit any applications for course credit by the end 2nd week of the first term of study in their enrolled course.
- All applications are to be submitted to Academic Officer and include original documents to be sighted and copied by Academic Officer. Applications will not be accepted unless all required information is included.
- A Credit Transfer application must be accompanied by nationally recognised Certificates with detailed Statements of Attainment indicating the units successfully completed including unit codes and titles and dates of completion.
- Students are required to submit their application with supporting evidence as outlined in the application:

**Credit Transfer**

Students who have completed a Nationally Recognised qualification / unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the particular unit(s). The student must provide the original certificate to be sighted by the College to verify the Credit Transfer.

- Applications are received by Academic Officer in the first instance and the application and supporting documentation is copied and placed into the student file. Where originals are required to be sighted, the Academic Officer will sight the originals and indicate on copies that originals have been sighted and return originals to the student. The College shall at no time retain original certificates.
- Once the Academic Officer has assessed submission, the Campus Manager will complete final approval.
- Where any application for course credit is received by the College, the College is to assess the application and provide an outcome to the applicant within 14 working days of receiving it, or as soon as practical where further information is required to determine the outcome.
- Where Credit Transfer applications are received and approved, the following must occur:
  - The student management system (WiseNet) and RTO Manager must be updated to reflect approvals
  - For international students, Student Administration must adjust the student’s CoE on PRISMS to reflect any reduction in the period of study the student is enrolled
  - Danford needs to provide the student a ‘Confirming Outcome of Credit Application’. The student must sign this letter to indicate agreement with the outcomes of Credit Transfer. Applications and signed agreement are kept on the student’s file.