AAPoly Policy and Procedure			
Standards: 1.8, 1.12, 3.5, 5.1	**NC:** 2	**Title: Course Credit**	
Rev #: 1		**Approved By: Conrad Chia**	**Date: 20 January 2022**

REVISION HISTORY			
Rev	**Description of Change**	**Author**	**Effective Date**
1	Adapted from ACA Course Credit Policy and Procedure.	Elaine	20/1/22

1.0 Purpose

1.1 This policy and procedure outlines the process of granting course credit.

1.2 This policy and procedure is in place to ensure quality, integrity and consistency in recognising and assessing course credit through Recognition of Prior Learning (RPL) and Credit Transfer (CT) and to process these requests in a timely manner.

2.0 Scope

2.1 This policy and procedure applies to all courses on AAPoly's scope of registration.

2.2 This policy and procedure also applies to current and future student who seeks course credit through RPL or CT and AAPoly staff who is involved in processing the request.

3.0 Definitions

3.1 Course Credit – 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. It includes academic credit and recognition of prior learning.' (Reference: The National Code 2018)

3.2 Recognition of Prior Learning (RPL) – An assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or vocational education and training (VET) accredited courses.

3.3 Credit Transfer (CT) – The granting of status or credit by an institution or training organisation to students for units of competency completed at the same or another education provider.

For example, the student may have completed the same unit of competency at another education provider through another course or qualification; this will be recognised as credit transfer if the unit is the same both in terms of title and unit code number.

In the event that a course title and/or code are not an exact match, a mapping process will be conducted to identify whether the unit requirements have been met. This also includes units/qualifications held from previous training packages.

3.4 Formal Learning – Refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree).

3.5 Non-formal Learning – Refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or

statement of attainment (for example, in-house professional development programs conducted by a business).

3.6 Informal Learning – Refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

3.7 eCoE – Electronic Confirmation of Enrolment

4.0 Responsibilities

4.1 Student Services (SS) – Receives course credit application form along with supporting evidence from the student or the Marketing Manager, checks the completion of the application and coordinates with the Manager, VET Operations on the application outcome. Informs student the outcome of the application via letter and keeps the relevant documents in student's file.

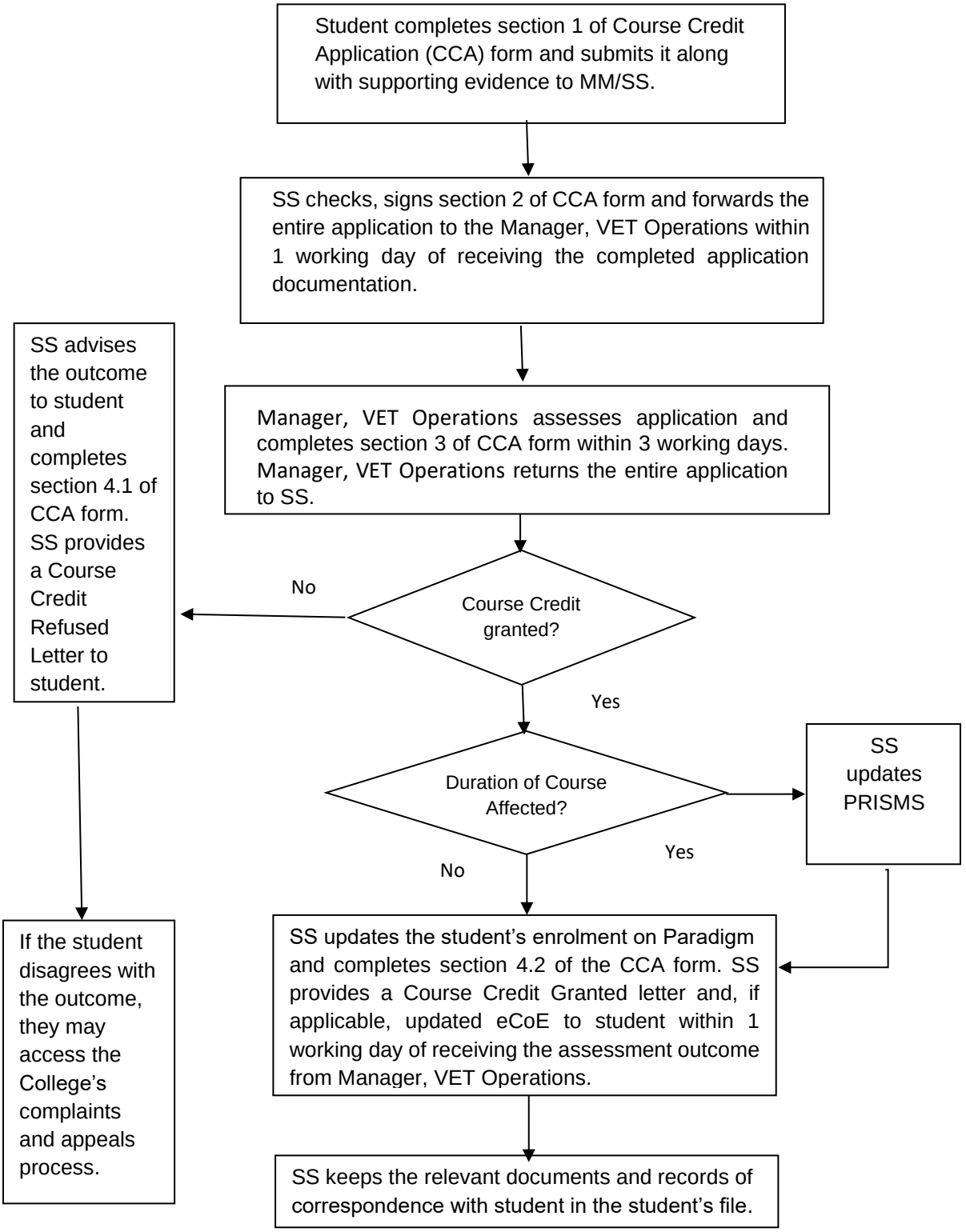
4.2 Marketing Manager (MM) – Receives course credit application form along with supporting evidence from student if submitted prior to issuance of the eCoE. Checks the completion of the application and forwards the application documentation to SS.

4.3 Manager, VET Operations – Assesses the application within expected timeline and advises outcome with reasons. Makes changes to the application forms when there are changes to subject, or unit titles or codes.

4.4 Group General Manager, Vocational – Provides final approval for RPL applications.

5.0 Procedure

5.1 Procedure Flowchart – CT


Student completes section 1 of Course Credit Application (CCA) form and submits it along with supporting evidence to MM/SS.
SS checks, signs section 2 of CCA form and forwards the entire application to the Manager, VET Operations within 1 working day of receiving the completed application documentation.
Manager, VET Operations assesses application and completes section 3 of CCA form within 3 working days. Manager, VET Operations returns the entire application to SS.
Course Credit granted?
No
SS advises the outcome to student and completes section 4.1 of CCA form. SS provides a Course Credit Refused Letter to student.
If the student disagrees with the outcome, they may access the College's complaints and appeals process.
Yes
Duration of Course Affected?
Yes
SS updates PRISMS
No
SS updates the student's enrolment on Paradigm and completes section 4.2 of the CCA form. SS provides a Course Credit Granted letter and, if applicable, updated eCoE to student within 1 working day of receiving the assessment outcome from Manager, VET Operations.
SS keeps the relevant documents and records of correspondence with student in the student's file.

5.2 Flowchart Details – CT

5.2.1 Student completes section 1 of Course Credit Application (CCA) form and submits it along with supporting evidence to MM (before issuance of eCOE) / SS (after issuance of eCOE until within the 1st week of first term of the course).

Note: MM checks the supporting evidence provided by the student before forwarding to SS for processing.

5.2.2 SS checks the completed CCA form and supporting evidence, signs section 2 of the CCA form and forwards the entire application to the Manager, VET Operations for assessment within 1 working day of receiving the completed application documentation.

5.2.3 The Manager, VET Operations assesses the CT application and completes section 3 of CCA form within 3 working days and returns the application documentation to SS.

5.2.4 SS updates the student's enrolment on Paradigm and PRISMS and completes section 4.2 of the CCA form. SS provides a Course Credit Granted Letter and, if applicable, updated eCoE to the student within 1 working day of receiving the assessment outcome from the Manager, VET Operations.

When CT is not granted, SS provides a Course Credit Refused Letter to the student. If student disagrees with the outcome, they may access the College's complaints and appeals process within 20 days of receiving this outcome. (Refer to Complaints and Appeals Policy and Procedure)

5.2.5 SS keeps the relevant documents and records of correspondence with student in the student's file.

5.3 RPL

5.3.1 The student wishing to apply for RPL are referred to the Manager, VET Operations by MM or SS.

5.3.2 The Manager, VET Operations contacts the student to arrange a meeting to discuss the RPL requirements and process within 1 working day from the time the student notified their intention to apply for RPL.

5.3.3 The Manager, VET Operations assigns an Assessor to assess the application within 2 working days from the time the Manager, VET Operations contacted the student.

5.3.4 The meeting is held within 3 working days from the time the Manager, VET Operations contacted the student. The Assessor also attends the meeting.

The student will be asked to discuss prior learning and work experiences to determine the units the student may apply RPL for and the supporting documentation required.

The Manager, VET Operations provides the student during the meeting with the Skills Recognition Tool Kit and advises the student of the required sections to be completed and the evidence portfolio to be provided.

5.3.5 The student completes the relevant sections of the Skills Recognition Tool Kit and submits the completed Skills Recognition Tool Kit along with the evidence portfolio to the Assessor within 5 working days from the meeting. The student also pays the applicable RPL fees.

5.3.6 The Assessor assesses the application based on the information and evidence submitted. The Assessor notifies the Manager, VET Operations of the assessment outcome, who then forwards the documentation and indicate the assessment outcome to Group General Manager, Vocational for final approval.

Note: The student may be required to complete gap training and demonstration (if applicable) if gaps are identified by the Assessor in the evidence portfolio provided. The Assessor will contact the student for a meeting to provide feedback and discuss the gap training and demonstration (if applicable) requirements.

5.3.7 The Manager, VET Operations advises the student of the outcome of their application in writing.

5.3.8 The Manager, VET Operations updates Paradigm to reflect the units of competency granted with RPL (if any) and uploads the documents.

5.3.9 If the RPL is not granted, the student is advised that if they disagree with the outcome, they have the right to appeal within 20 days of receiving this outcome. (Refer to Complaints and Appeals Policy and Procedure)

5.3.10 The Manager, VET Operations advises SS if the course duration of the student is shortened by the granting of the RPL, so that they can update the duration of the eCoE in PRISMS and Student Management System within 14 days of the notification occurring.

5.4 General Guidelines

5.4.1 Application

- Course Credit application must be submitted by 1st week of the student's course commencement. Any application after this period will not be accepted by the College.
- If course duration is affected by the granting of course credit, SS must update PRISMS within 14 days of changes occurred.

5.4.2 Evidence Requirements

- All supporting documents must be either originals or certified copies.
- Student should provide evidence listed below and any additional evidences requested by relevant Manager, VET Operations:

Primary Evidence

- Official certificate, statements of attainment and transcript etc;
- Outlines of any relevant training / course attended for overseas qualifications;
- Certificate of Participation in short courses or professional development activities; and
- Certificates and Awards

Alternative and supplementary evidence

- Position description for current jobs or positions you hold;
- Correspondence with clients;
- Report from workplace supervisor on student's skills and knowledge;
- Minutes of meeting;
- Interview or Team Manager reports;
- Demonstration of the skills and knowledge;
- Reference/testimonies related to the skills/competencies claimed; and
- Examples of specific project/work/assessment tasks that student has completed

5.4.3 Fees

- RPL assessment fee applies if granted and student agrees the outcome of the assessment (Refer to Student Handbook for latest fees).
- The student does not incur any fees for CT.

5.4.4 Documents to be kept in the student's file

- SS keeps the following documents in the student's file where applicable, but not limited to:
  - CCA Form
  - Supporting Evidence
  - Skills Recognition Tool Kit (for RPL)
  - Updated eCoE
  - Outcome Letter
  - Record of Communication with Student

5.4.5 Course Credit for Common Units of Competencies

- For students who have successfully completed a qualification or units of competencies within the College, then proceed to enroll to a higher AQF qualification, the College will automatically process CT to the units of competencies common between the qualifications.

6.0 References

6.1 Complaints and Appeals Policy and Procedure
6.2 Standards for Registered Training Organisations
6.3 National Code

7.0 Appendices

7.1 Course Credit Application Form
7.2 Skills Recognition Tool Kit
7.3 Outcome Letters