

# Course Credit Policy

## 1. Purpose

This policy/procedure supports SRT0 2015 Clause 3.5 and 'Standard 12 – Course Credit' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2017' which states, 'Registered providers must appropriately recognize course credit within the ESOS framework.' This policy implements a procedure for the institute to process student's applications for course credit and document results, including student verification of the outcome. It will provide a process that ensures that students receive written verification of the outcome of 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 DHA via PRISMS

## 2. Scope

This policy and procedure apply to all applicants, students (domestic and international) and staff members at NAIT.

## 3. Responsibility

Training Manager will be responsible for the implementation of this policy to ensure that the staff members and students at NAIT are aware of its application and that staff implement its requirements.

## 4. Definitions

**Course Credit** is defined by the National Code 2017 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 by a Registered Training Organisation (RTO) to students for units of competency completed under accredited training.

As per AQF 2nd edition January 2013- Definition of credit transfer: "Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications."

Such as:

1. Unit/module is the same i.e., same code and title
2. Unit/module has been reviewed and this results in minor changes to the unit/module code e.g., B to C. This indicates that the learning outcomes of the unit/module have remained the same.
3. Unit/module has been transferred from another Training Package/curriculum and recoded however the learning outcomes remain the same.
4. If the course credit is given before the student's visa is granted, the confirmation of enrolment (CoE) issued for that student will indicate the actual net program duration (as reduced by course credit) for that program.

5. If course credit is given after the visa is issued, and results in a shortening of the student's program duration, the Institute must report the change of program duration to DHA.

### **Recognition of Prior Learning' (RPL)**

RPL involves the assessment of previously unrecognized skills and knowledge an individual has achieved outside the formal education and training system. RPL is an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes or competency standards. To support this type of application evidence of where and how the skills were obtained is required.

NAIT recognises the prior learning of students based on:

- previous training, (includes overseas qualifications)
- formal study and acquisition of a qualification and statements of attainment from another RTO
- practical experience in a work environment
- projects undertaken, and
- life experience

## **Procedures**

### **Credit Transfer**

Students will be advised that Credit Transfer is available prior to enrolment through the Student Handbook, Web site, Marketing, prospectus and students are also made aware of the ability to apply for Credit Transfer at time of course enrolment and during the induction process.

Students are requested to apply for Credit Transfer by the 2nd week of the first term of study in their enrolled course.

All Credit Transfer applications are to be submitted to the Course-coordinator and in line with the Credit Transfer Application Form. The application must include certified copies of all original documents and must identify the units successfully completed including unit codes and unit name and dates of completion.

### **Recognition of Prior Learning**

Students will be advised that Credit Transfer is available prior to enrolment through the Student Handbook, Web site, Marketing, prospectus and students are also made aware of the ability to apply for Credit Transfer at time of course enrolment and during the induction process and has a dedicated RPL kit for each qualification to assist student in effective RPL process.

Students are requested to apply for Recognition of Prior Learning by the 2nd week of the first term of study in their enrolled course.

An RPL application for must include all relevant evidence of work experience and where learning has occurred. Applications will not be accepted unless all required information is included. Students who

request an RPL assessment will be advised of the evidence required and suggestions of how to obtain it (e.g., supervisor evidence, previous projects, transcripts of qualifications completed, work experience, in-service training, distance education or open learning, community- based learning, or overseas education, training or experience etc.)

Applications are received by Administration Department in the first instance and the application and supporting documentation is copied and placed into the student file. Where originals are required for verification, Administration officer will sight and indicate on copies "original sighted" and shall return originals to the student. NAIT shall at no time accept original certificates.

The application is then forwarded to the Course-coordinator to be assessed and outcomes determined by RPL assessor.

If the outcome of the evidential documentation is not sufficient, then the student will be advised to provide further documentation to validate his skills / experience. The Course coordinator will set a date for the additional documents to be submitted.

The applicant will be notified of the outcome of the RPL. On the basis of the assessment the student will be advised that:

- the application has been granted or
- the application has been denied or
- further evidence is required

Where any application for course credit is received by the institute, either RPL or CT, the institute is to assess the application and provide an outcome to the application within 14 working days of receipt or as soon as practicable where further information is required to determine the outcome. If RPL is approved, the applicant will be marked as "CT or RPL" rather than "Competent" in the transcript of records.

Where either of the above, Credit Transfer or Recognition of Prior Learning, applications are received or course credit is approved, the following must occur, Admissions officer must change student's CoE to reflect reduction in period of study. NAIT must provide student outcome of Credit Application. The students must sign this letter to indicate agreement with the outcomes of Credit Transfer or Recognition of Prior Learning applications and a copy is to be kept on the students' file.

#### **Recording course credit Change:**

If the course credit is given before the student's visa is granted, the confirmation of enrolment (CoE) issued for that student will indicate the actual net program duration (as reduced by course credit) for that program.

If course credit is given after the visa is issued, and results in a shortening of the student's program duration, the Institute must report the change of program duration to DHA.

#### **RPL Policy for overseas qualification Verification of vocational / academic competence**

NAIT will endeavor to verify all academic qualifications & vocational competence by assessing overseas qualification and via the interview process, if required.

All overseas qualification achieved will be reviewed and assessed through the Australian Education International (AEI), through the National Office of Overseas Skills Recognition (AEI-NOOSR) guidelines to check its relevance and its standards within the Australian Education framework. [aei.gov.au/AEI/Qualifications/Recognition/Default.htm](http://aei.gov.au/AEI/Qualifications/Recognition/Default.htm)

Students applying for RPL into NAIT's training package units will have to provide a verified overseas qualification, a transcript and a detailed breakdown of the curriculum covered under the units that the student is claiming RPL for. NAIT will employ a suitably qualified assessor to conduct the assessment of the RPL request. NAIT will advise the student the result of the RPL application within 2 weeks from the date the application is received.

Students applying through NAIT approved agents will have to meet the minimum entry requirement as detailed in the "entry requirements" section in the NAIT marketing brochure. All qualification documents submitted by the students will be initially reviewed and verified by the recruiting agent as per the student selection procedure. NAIT will review the agent's decision and confirm if the student meets the pre-requisite knowledge & skills requirement, prior to issuing the "Letter of offer" in the Written Agreement.

#### **DOCUMENTS/FORMS:**

##### **1. Credit Transfer Form**