

Course Credit and RPL Policy and Procedure

Purpose

The purpose of this policy and procedure is to have documented procedures for granting and recording course credit and recognition of prior learning. Gen Institute is required to ensure students sign (or otherwise accept) a record of course credit. Once students have accepted a course credit, this cannot be rescinded. This record is to be kept on the student's file.

Scope

This policy applies to all staffs of Gen Institute who are involved in the Student Credit Transfer/RPL Process and students of Gen Institute.

Policy

This policy/procedure supports Course Credit' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2018' which states 'Registered providers must appropriately recognise Course credit within the ESOS framework.'

And

The policy supports Standard 1 clause 1.12 The RTO offers recognition of prior learning to individual learners, Clause 1.8 and Standard 3 Clause 3.5

This policy/procedure also supports clauses 5.1, 5.2 of 'Standard 5 – Each learner is properly informed and protected.

This policy implements a procedure for Gen Institute to process any student's 12.1 Credit transfer form for course credit and 12.2 Credit transfer and RPL outcome form that documents the outcome of the application. It will provide a process that ensures that students receive written verification (12.2 Credit transfer and RPL) of the outcome of the 12.1 Credit transfer form and records are kept in the Student file 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 Department of home affairs via PRISMS.

And if the course credit is granted before the student visa grant, Gen Institute will indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course.

Definitions

COE:	Confirmation of Enrolment document issued through PRISMS for student to apply for a student visa.
Overseas Student:	A person holding an Australian student visa, enrolled in a CRICOS registered course, at the Gen Institute.
National Code:	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.
Course Credit	Is defined by the National Code 2018 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 (Gen Institute) to students for units of competency completed under accredited training. These unit codes must identically match the units that you are applying for credit.
Recognition of Prior Learning (RPL)	Also known as Recognition of Current Competencies (RCC) 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.
PRISMS:	Provider Registration and International Students Management System.

Actions, Guidelines for Course Credit –Procedure

- All students are made aware of the ability to apply for course credit via a RPL application throughout the enrolment and induction process of the course. This is supported with information provided in the 'Student Hand book and pre-arrival guide'
- Students are to place any applications for course credit by the 2nd week of the first term of study in their enrolled course.
- All applications are to be submitted to administration office and should include original documents to be sighted and photo copied by Student Support Officer. Applications will not be accepted unless all required information is included.
- Where RPL is being applied for the students must include all relevant evidence of work experience and where learning has occurred according to 12.1 Application form from RPL - Credit Transfer.
- A Credit Transfer application must be accompanied by nationally recognised Certificates with detailed Statement of Attainments 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 required and outlined in the applications:
- USI verification, email confirmations are taken from the qualification issuing RTO before identifying the units for credit transfer.

Credit Transfer

- 1) The students can apply for Credit Transfer or National Recognition before or after the Letter of Offer. If it is applied for after the Letter of Offer it should be applied within 2 weeks of the Course Commencement date. So that confirmation of enrolment issued for that student for that course will indicate the actual net course duration if the Credit transfer is approved.
- 2) Gen Institute will ensure that all CT or National Recognition applicants are provided with:
 - I. CT and National Recognition information including (Course credit form):
 - Application forms (is available on Gen Institute's website and on request from SSO);
 - Information on all aspects of collecting and submitting evidence of attainment of the unit(s)/course, which were obtained at another RTO (i.e. transcripts/certificates) prior to submitting a CT or National Recognition application.
 - II. Support and guidance in completing the CT or the National Recognition application form;

III. The opportunity to obtain feedback and/or further information on completing all aspects of the CT or the National Recognition application prior to submission.

- 3) All documentary evidence of training, including Certificates/Diplomas, Statement of Results and Statement of Attainment provided must be original, or certified documents and must be signed and sealed by the issuing Australian RTO.
- 4) Once the CT or the National Recognition application is submitted and received by Gen Institute the application will be checked and verified to ensure that all details of the applicant, course and units of competency, evidence and payment are correct. Gen Institute will endeavour to inform the applicant within ten (10) working days of receiving the application with:
 - Any inconsistency or erroneous data/information supplied;
 - Any evidence material supplied which does not fulfill the evidence requirements.

After the receipt of all documentation, Gen Institute will endeavor to advise the student of the application for course credit.

- 5) The application form will be then forwarded to the trainer who then validates and ratifies the Course Credit form
- 6) The applicant is advised of the Course Credit application outcome and of Gen Institute's Complaints and Appeals procedure (only if unsuccessful).
- 7) All the records of CT or the National Recognition will be maintained on individual student file.
- 8) Data to be entered on MY.GEN once CT or the National Recognition process is completed.

Students who have completed a Nationally Recognised qualification / unit that have exactly the same code as the unit currently enrolled in will be eligible for credit transfer for the particular unit(s) if the units are core units for that Qualification. Other elective units that have been applied for credit transfer may be granted on the discretion of the assessor based on the packaging rules for that qualification. The student must provide the original certificate or Statement of attainment to be sighted by the College to verify the Credit Transfer.

Recognition of Prior Learning

The students can apply for RPL before or after the commencement of the course. It should be applied within 2 weeks of commencing the Course.

- 1) The RPL process will be structured in a way that minimizes cost, time and effort to both the applicant and Gen Institute whilst retaining Standards for RTOs integrity and Training Packages requirements.
- 2) Gen Institute will ensure that the students are provided with all the information required:
 - Information on Qualification, Units of Competency, Performance Criteria and RPL process, prior to submitting an RPL application.
 - Application forms (Self-Assessment Questionnaire and RPL Application form);
 - Information on all aspects of collecting and presenting consistent and reliable evidence required for the purpose of demonstrating current skills and knowledge gained which could have been obtained through formal/informal education/training, work experience or life experiences (e.g. Third party reports, references letters, portfolios, and informal/formal courses transcripts/certificates).
 - Support and guidance in completing the RPL application form;
 - The opportunity to obtain feedback and/or further information on completing all aspects of the RPL application prior to submission.

- 3) All documentary evidence of training, including: work experience or other relevant documents (e.g. Certificates/Diplomas, personal or work references and licenses) submitted, and which claim skills and knowledge gained, **must be in English and must be signed and sealed** by the appropriate organisation/ company representative (e.g. CEO Director, Manager or Training/HR Manager).
 - If original evidence submitted was issued in a language other than English then a “Certified English” translation compiled by a registered translation service or professional will be required.
- 4) The RPL application will be submitted to the assessor who will prepare an RPL assessment plan and conduct a conversation, practical test(s) finally all the evidences and assessment information will be sent to the Quality assurance assessor who will assess the RPL file based on the RPL application form, self-assessment questionnaire, competency conversation, practical test, 3rd party observation and any other documents provided by the student and the assessor. The Quality assurance assessor will then sign off the student as RPL granted or not granted and provide information on if any gap training is required.
- 5) The applicant is advised of the RPL application outcome and of Gen Institute’s Complaints and Appeals procedure (only if unsuccessful). (ESOS 10)
- 6) All the records of RPL will be maintained on individual student file and Course Credit Register.
- 7) Data to be entered in MY.GEN once RPL process completed.

Responsibilities

Operations Manager
Admin manager
Student Support Officer

Policy Base

- [ESOS Act 2000](#).
- [The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 \(The National Code\)](#).

Forms

- [12.1 Application form for RPL or Credit Transfer](#)
- [12.2 RPL or Credit Transfer Outcome](#)