

POLICY	Course Credit
Policy No:	
NVR Ref:	<b>Standard 3</b>
Statement	<p>The Institute supports the granting of credit to students with recognised Australian Qualifications Framework, (AQF), qualifications and Statements of Attainment issued by any other registered education provider.</p>
Purpose	<p>The purpose of this policy is to provide for the assessment and credit of various types of learning undertaken by a student prior to enrolment at the IBI and/or during the Period of Study with IBI will be undertaken by IBI to enhance academic efficiency and outlines the Institute's procedures for RPL, Credit Transfer and Mutual Recognition.</p> <p>The Institute aims to maximise the recognition of a student's prior skills and knowledge whilst at all times maintaining the integrity and standards of the defined learning and competency outcomes.</p>
Definitions	<p>Australian Qualifications Framework: a comprehensive framework for all nationally recognised qualifications in schools, vocational education and training, and higher education.</p> <p>Credit Transfer: Exemption from enrolment in a particular part of the course as a result of previous study prior to enrolling with IBI or with another RTO and/or during the Period of Study with IBI will be undertaken by IBI to enhance academic efficiency, experience or recognition of a competency currently held. It includes academic credit and Recognition of Prior Learning.</p> <p>RPL: A student may be eligible for Recognition of Prior learning (RPL), if they meet the requirements for competencies based on any formal or informal education they have completed together with life and work experience.</p> <p>Mutual Recognition of Qualifications: Recognition of Australian Qualifications Framework qualifications and statements of attainment issued by other registered training organisations, which may enable individuals to receive national recognition of their qualifications and statements of attainment. The nationally recognised training logo is used on all Australian Qualifications Framework qualifications and statements of attainment. Only registered training organisations may use the logo and only for training that is within its scope of registration.</p>

PROCEDURE	(as above)
Action/Method	<p><b>1. Applying for Course Credit</b></p> <p>1.1 All prospective and enrolling students will be informed of the opportunity to apply for RPL or Credit Transfer through the Student Handbook, Student Application Form and Interview at time of application.</p> <p>1.2 Students can apply for course credit by completing the Credit Transfer Application. This form should be submitted either before a student enrolls or at the end of the first term of study.</p> <p>1.3 The Credit Transfer Application will only be considered if:</p> <p>1.3.1 the student is enrolled in an approved course at the Institute</p> <p>1.3.2 the appropriate fees have been paid; and</p> <p>1.3.3 the application is made by end of the first term of study at the Institute.</p> <p>1.4 Applications will be assessed by the Course Co-ordinator, or other appropriately qualified staff, or external assessors as the case may be.</p> <p>1.5 Where different assessors are used, moderation processes will be used to ensure consistency, reliability and validity of course credit assessments.</p> <p>1.6 Exemptions will be granted based on skills and education that a student has already acquired from other appropriate courses.</p> <p>1.7 Students are required to sign a Declaration of acceptance or non-acceptance of the Institute's decision on their Credit Transfer Application. This declaration also informs the student he/she may access the Complaints and Appeals process if dissatisfied with the Institute's decision.</p> <p>1.8 Students will be asked to attach the relevant evidence of prior learning, and return to the Student Administration Office.</p> <p>The evidence provided must include:</p> <p>1.8.1 Photocopies or scanned images of the original transcripts certified by a suitable person to be a true copy of the original transcripts;</p> <p>1.8.2 Subject outlines specifying subject content and duration.</p> <p>1.9 Students are advised that an incomplete application may result in a rejection and/or delay in the processing of the application.</p> <p>1.10 Students will be given a copy of the course credit for their records, and a copy will be kept on the student's file. If necessary, the adjustment of study will be made accordingly</p> <p><b>2. Conditions for Granting Course Credit</b></p>

2.1 The Institute recognises qualifications from other countries as long as they meet the abovementioned criteria. Students must have achieved the learning outcomes of the unit/units for which credit is sought.

2.2 Students who have completed a qualification/ competencies of a qualification, that meet the requirements of the Australian Qualifications Framework or other qualifications deemed to be acceptable to the Institute, may apply under this same process to have that recognised under the process of Mutual Recognition.

2.3 Exemptions will only be granted where it can be shown that the student has successfully completed other studies that are:

2.3.1 of a similar duration

2.3.2 at a similar or higher level

2.3.3 of similar content

### **3. Assessment of Skills and Knowledge for Course Credit**

3.1 Assessment of the skills and knowledge will be carried out as follows:

3.1.1 Assessment by the CEO and/or Course Co-ordinator or personnel as nominated by the CEO, will be carried out by interview and/or inspection of evidence for compliance with above mentioned criteria; and/or

3.1.2 Sitting a challenged test to assess knowledge of subject for which RPL has been rejected.

3.2 No fees apply to Credit Transfers, however, if you are enrolled in a unit and are later granted a Credit Transfer for that unit students may be entitled to a refund, at the discretion of the CEO.

3.3 The result of the exemptions process will result in exemptions granted being shown on the student's academic transcript and result history.

3.4 The CEO will forward a letter to the student notifying him/her of the outcome of the Credit Transfer Application.

### **4. Appeals**

In accordance with the Institute's Complaints and Appeals Policy:

1. A student who is dissatisfied with the outcome of his/her application may appeal the decision on one or more of the following grounds:

18.1 A procedural irregularity has occurred

18.2 Evidence was inappropriately assessed.

2. New evidence will not be considered as grounds for appeal. Where

	<p>new evidence is made available, a new application must be submitted.</p> <p>3. Refer to Complaints and Appeals Policy for further information regarding processes for Appeals.</p>
<b>Attached Documentation</b>	<p>Credit Transfer Application</p> <p>Letter Confirming Outcome of Application</p>
<b>Related Legislation</b>	<p>National Vocational Education and Training Regulator Act 2011</p>
<b>Related Documentation</b>	<p>Policies/Procedures related to:</p> <ul style="list-style-type: none"> <li>• Assessing Students' Qualifications, Experience and English Proficiency for Entry into VET Courses</li> <li>• Formalisation of Enrolment</li> <li>• Completion within Expected Duration</li> <li>• Fees and Charges</li> <li>• Complaints and Appeals</li> <li>• Refund</li> <li>• Privacy</li> <li>• Records Management, Maintenance and Security</li> <li>• Staff Capability, Educational Resources and Premises</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>• National Vocational Education and Training Regulator Act 2011</li> <li>• Standards for Registered Training Organisations (RTOs) 2015</li> <li>• Privacy Act 1988</li> <li>• AQTF 2007 / 2010</li> <li>• AQTF Compliance Manual</li> <li>• Australian Quality Training Framework</li> <li>• Continuous Improvement Business Model</li> <li>• Staff Handbook</li> </ul>

# VERSION CONTROL

**Review/ amendment history**

**Policy Approved by:** Chief Executive Officer

**Responsible Officer:** Chief Executive Officer

**Next Policy Review Date:** April 2017

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	April 2015	Updated to reflect NVR 2015 Standards
4.0	April 2016	No material changes

