



## COURSE CREDIT POLICY & PROCEDURE

### National Code Standard 11

For the purposes of the National Code 2007, **course credit** is defined 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, includes academic credit and recognition of prior learning.’***

Students that already have a Statement of Attainment for a Unit of Competency may apply for Course Credit. Course credit may reduce the length of a student's course.

Students that believe they already have the skills and knowledge required to demonstrate competency can request Recognition of Prior Learning (RPL).

Choice Business College Pty Ltd (CBC) requires students to complete the *Application for Recognition of course credit/RPL form* for assessment by the relevant trainer. Evidence is required to substantiate previous knowledge/qualifications.

Choice Business College (CBC) may require students to complete an assessment to demonstrate competency.

If CBC grants the student course credit/RPL which leads to a shortening of the student's course before the student visa is granted, the COE will indicate the actual net course duration for the course.

If course credit/RPL is granted after the student's visa is granted, any change of course duration will be reported to the Department of Education and Training (DET) and Department of Immigration and Border Protection (DIBP) via PRISMS within 14 days after the event as specified, under Section 19 of the ESOS Act.

CBC recognises relevant AQF qualifications and / or Statements of Attainment issued by other RTOs, however, we reserve the right to verify the authenticity of such documents as required and to determine the currency of the units of competency indicated on the document/s.

CBC requires original or certified documents for assessment.

Students must sign or accept a record of course credit if granted.

#### Choice Business College Pty Ltd t/a Choice Business College

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National Provider Code: 41297 | CRICOS Provider Number: 03444C

ST 12 Course Credit V2.0 - 29/08/2017



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CBC may charge an extra fee for Course Credit/RPL applications against an enrolling/enrolled course. Students will receive a quote for Course Credit/RPL prior to an assessment being made.

If the course credit /RPL granted **will not affect the duration** of the course/COE, CBC will keep record of the application on the student's file and does not need to take any other action.

Decisions will be made within 4 weeks of receipt of a complete application.

If course credit is granted after visa grant, any change in course duration is reported via Provider Registration and International Student Management System (PRISMS) as a course variation and a new COE issued.

As started on the Course Credit / RPL application form, CBC will provide students with -

- a short description of acceptable documentation which students should supply to support their application for course credit
- the grounds on which course credit/RPL may be accepted or rejected
- the existence of fees and charges for application for course credit/RPL. Students should contact the college for an individual quote for an RPL assessment.
- How it will inform a student of the outcome of the application, including an explanation of how the decision was reached if the application was rejected.

## PROCEDURE

- Students must read the course outline to ascertain if course credit/ RPL is applicable.
- Students should request a meeting with the course facilitator.
- If as a result of the meeting it is agreed RPL/course credit may be applicable, the student is to complete the '*Recognition of Course Credit /RPL' application form*.
- Student must gather and collect evidence and attach to the form and lodge with administration. Evidence being original/certified certificates, evidence of experience by a recognised trainer or tradesperson, copies of assessments. Incomplete forms should not be accepted.
- Students must receive a quote for applying for Course Credit/RPL prior to an assessment being commenced.
- CBC will assess and record whether course credit and / or RPL are *or* are not granted in writing and keep on the student file for audit.
- The assessor must refer to the course structure and unit/subject offerings and determine IF course credit / RPL granted will affect the duration of the course for that student and note on the form.

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- Academic/ Compliance Manager will approve or not approve the application and advise the student in writing of the outcome including reasons.
- Students must sign a formal acceptance if course credit/RPL is granted and this is to be kept on the students file.
- If course credit/RPL changes the student's COE duration, students are to be advised in writing to contact DIBP with their new COE.
- Decisions will be made within 4 weeks of lodgement.
- If course credit/RPL is granted after the student's visa is granted, the change of course duration will be reported to COE via PRISMS within 14 days after the event as specified under Section 19 of the ESOS Act.

If the course credit granted **will not affect the duration** of the course, CBC will record the course credit in the student's file and does not need to take any other action

If the course credit granted **will affect the duration of the course**, CBC will record a change of course duration on PRISMS. CBC will utilise the Student Course Variation function, and indicate that the student has requested a change to the existing enrolment. CBC then chooses 'transfer student into same course' and changes the end date of the course. This will result in the creation of a new CoE (with the new correct/revised end date) and the cancellation of the original CoE.

Evidence of the procedure followed will be kept on the student's file along with the student's acceptance.

National Code Standard 12 must be adhered to at all times.

## FORMS/LETTERS /TEMPLATES FOR POLICY/PROCEDURE

*Course Credit/RPL Application Form*

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