

Course Credit Policy and Procedure



Policy

Course Credit Policy and Procedure outlines the provisions and process for providing course credit to the students with suitable evidence of prior learning or experience.

Scope

This policy provides a provision for CAC to process any prospective student's application for course credit achieved through formal education and training process. It sets out guidelines to document any results, including student verification of the outcome.

Relevant standards, acts and legislations

The Course Credit Policy and Procedures are within the scope of compliance requirement adhering to the ESOS ACT 2000, National Code 2018 Standard 2, SRTO 2025 Part 1 Division 3 RPL and Credit Transfer and the Skills First Program Standard VET Funding Contract.

Definitions

Term	Definition
ASQA	Australian Skills Quality Authority
AQF	Australian Qualification Framework
CAC	Central Australian College
CAC students/ existing student	- Students who have recently transferred courses within CAC - Students who have been re-enrolled in CAC and would like to request course credit for units previously studied at CAC - Students who have completed a qualification and moving onto a subsequent qualification
CEO	Chief Executive Officer
COE	Confirmation of Enrolment (CoE), A document, provided electronically, which is issued by CAC to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular course of the registered provider.
Course Credit	According to National Code 2007, '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. These unit codes must identically match the units that you are applying for credit.
PRISMS	The Provider Registration and International Student Management System (PRISMS) is the system used to process information given to the Secretary of DET by CAC.
Recognition of Prior Learning (RPL)	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 the demonstration of an ability to assess the learning outcomes of the former course against the learning outcomes of the current course.

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Term	Definition
Registrar	Has the meaning given in the Student Identifiers Act 2014; Registrar means the Student Identifiers Registrar.

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Policy

The purpose of this policy is to affirm CAC's commitment to ensuring its course credit practises comply with relevant legislations. The policy ensure:

- Learner should be made aware of the provisions of course credit prior to their enrolment in a course.
- CAC ensures to accept, and support students who have completed an equivalent training products are supported to provide course credit where: learner provides evidence of AQF certification documentation issued by any other RTO or AQF authorised issuing organisation or authenticated VET transcripts issued by the Registrar.
- CAC will provide a process to ensure that students receive written verification of the outcome of the course credit application and records are kept within 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 the appropriate government agency(s).
- CAC will provide a statement of attainment for competency achieved through RPL process, however is not obliged to issue a statement of attainment achieved through Credit Transfer for units and/or modules completed at another RTO or RTOs.
- Course Credit Applications for international students will be processed as per standard 2 of the National Code 2018.

In order to achieve the above-mentioned policy statements, the National Training Manager/ RTO Operations manager shall ensure that:

1. Students are informed about course credit prior to enrolment.
2. Documented procedure for granting and recording course credit.
3. Reporting course credit to the appropriate government agency.

Procedure

The following procedure outlines the steps that CAC would undertake in granting course credit to the students:

1. Pre-enrolment information

- 1.1. Students are informed during the pre-enrolment phase regarding the possibilities of course credit by the Marketing Team.
- 1.2. All students are made aware of the ability to apply for course credit via Credit Transfer application form throughout the enrolment and induction process of the course. This is supported with information provided in the 'Student Information Handbook.'
- 1.3. Applications for Credit Transfer should be submitted prior to the commencement of the course.
- 1.4. Orientation Facilitator reiterates regarding the process of course credit during 'Orientation'. (For detail see Enrolment Policy and Procedure).

2. Procedure for granting and recording course credit

2.1. Application for Credit Transfer

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- a. Students are given the opportunity to request a credit transfer. This means that when completing their course application form, students can indicate if they wish to have previous qualifications or learning recognised for credit towards their chosen course. By providing this option at the application stage, the process ensures that students are informed early about their eligibility to apply for credit transfer and the necessary steps they need to follow.
- b. To apply for course credit students must complete a 'Credit Transfer Application Form'.
- c. Course Credit may be granted if the student applies within 20 days of the first term of study in their enrolled course.
- d. Credit Transfer is provided to students free of charge. However, if a student submits their application for course credit after the commencement of their course, certain conditions may apply:
 1. Credit transfer may result in a shortened course duration, which could allow for early completion of the course.
 2. If the request for credit transfer is made after the course has started, CAC may not be able to reduce or refund the tuition fees.
 3. International students should be aware that charges for CoE variation may be incurred if changes to the CoE are required due to the credit transfer being granted.
- e. Students who have applied for enrolment in CAC from another provider needs to apply for credit transfer within 20 days of their course commencement, condition 'd' as above applies to students who fail to request for credit transfer prior to course commencement. Students who have enrolled in CAC after previously studying with another provider are required to submit their application for credit transfer within 20 days of commencing their course at CAC. It is important that these students adhere to this timeframe to ensure their credit transfer is processed efficiently.

If a student does not request credit transfer prior to the commencement of their course at CAC, the conditions outlined in section 'd' above will apply. This means that late applications for credit transfer may not be eligible for a reduction or refund of tuition fees, and other stated conditions will be enforced as per CAC's policy.
- f. Students who have completed their course within CAC will be given automatic credit transfer for their new course prior to the course enrolment.
- g. In case of when the credit transfer is applied after the course commencement, if the course credit is granted, the CoE duration will be changed. This will lead to issuance of new CoE and reduction in the tuition fees.
- h. Students are required to submit their application along with supporting evidence as outlined in the application form including originals of the:
 - ✓ Certificate of Qualification
 - ✓ Statement of Results (Academic transcript)
 - ✓ Statement of Attainment.
 - ✓ USI transcripts
- i. Student Administration sights the original documents, certifies and copies them.
- j. Applications for course credit will not be processed unless all required documents are provided.

2.2. Outcome of Credit Application

2.2.1. Application from students who studied with another provider

- a. Student Administration will forward the application to respective Lead Trainers, who will check the qualification, unit of competency, statement of attainment. The information is authenticated and student is granted Credit Transfers for identical units that have been identified as being completed. The information can be authenticated by:
 - i. Sighting the original certificates and transcripts of the qualification.

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- ii. Contacting the organisation that delivered the training if they have any reasons to be concerned about the authenticity of documents submitted to confirm the content is valid.
- iii. Directly accessing the USI Transcript Service.
- b. If a student is requesting for credit transfer for courses and units that are not registered in training.gov.au. They are required to submit a course outline for each unit they are requesting for credit transfer. The National Training Manager will then map the course outline with the unit of competency requirements and then provide students with an appropriate alternative pathway, such as RPL.
- c. In case if the course credit is not provided rational must be provided to the student and other available options such as gap training or RPL.

2.2.2. Application from CAC students/existing students

- d. If an existing CAC student is re-admitted in a course they will automatically be eligible for credit transfer.
- e. Upon receiving the 'Re-enrolment Form' or the 'Application Form' Student Admin notifies the Lead Trainer of the students request for re-enrolment and requests for an alternate training plan.
- f. Meanwhile, the student admin will verify the students' results of the previous enrolment by referring to aXcelerate and the student file, then generate 'Summary of results for credit outcome'.
- g. 'Summary of results for credit outcome' letter is forwarded to the National Training Manager for verification, then the document is forwarded to the students' email. The credit transfer will be processed only after the student accepts the credit outcome.
- h. Students are required to accept their credit outcome, if the students fail to acknowledge the CT outcome within 7 days, Credit Transfer will be automatically processed so as not to disadvantage the learners.
- i. The 'Summary of results for credit outcome' letter is also forwarded to the Accounts Officer, who will then calculate the fees for the reduced hours of tuition due to the credit transfer. The reduction in the student tuition fee will be updated in the student management system by the Accounts officer.
- j. Student will then be provided with a letter of offer and Confirmation of Enrolment (CoE) for further information refer to the Enrolment Policy and Procedure.

2.2.3. Recording Outcome of Credit Application

- k. Where credit transfer is granted CAC provides the student a 'Confirming Outcome of Credit Application' or 'Summary of Results for Credit Outcome' letter. The Student and Admin must sign this letter to indicate agreement with the outcome of Credit Transfer and a copy of the outcome letter is kept in the student file.
- l. 'Confirming outcome of credit application' or 'Summary of Results for Credit Outcome' letter must include the unit code and unit name, and change in course duration (hours reduced) if applicable.
- m. Verified copies of qualifications, Statement of Attainment (Academic Transcript) and other documents used as an evidence for granting Credit Transfer must be recorded in the student file.
- n. Where the application for course credit has been rejected, all the documents including reasons for refusal must be recorded in the student file.
- o. The Result Summary Sheet on the student file should be updated once the credit transfer is processed.
- p. Recordkeeping of the Credit Outcome is the responsibility of the administrative staff.

2.2.4. Application for RPL

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- a. To apply for course credit through RPL, students will be required to fill up 'RPL Application Form'.
- b. Students need to be informed that RPL is fee for service.
- c. Where RPL is being applied for the students must include all relevant evidence of work experience and where learning has occurred.
- d. The application is then forwarded by Administration to the relevant Training Manager to be assessed and outcomes determined. (For detail procedure of RPL refer to RPL policies and procedures)
- e. Where RPL is granted CAC provides the student a letter 'Confirming outcome of credit application'. The students must sign this letter to indicate agreement with the outcomes of RPL and a copy of it is kept in the students file.
- f. Verified copies of qualifications, Statement of Attainment (Academic Transcript) and other documents used as an evidence for granting RPL must be recorded in the student file.
- g. Where the application for RPL has been rejected, all the documents including reasons for refusal must be recorded in the student file.

2.2.5. Recordkeeping by Accounts

- a. Students Tuition Fees may reduce if Course Credit is granted. Reduction in Fees is calculated by the Accounts Team. Additional conditions apply as stated in 2.1 d.
- b. Reduction in Tuition Fees is reflected in the new offer letter after the course credit is granted.

3. Reporting course credit to the appropriate government agency

3.1. International students

- a. Where the course credit is granted through Credit Transfer or RPL, the evidences should be recorded in the students file.
- b. Students Administration Manager or their delegate then must record the unit outcome in the student management system and the Result Summary Sheet on the student file.
- c. Any changes in course duration reduced as a result of Credit Transfer granted to students before the grant of student visa, will be indicated in the CoE issued for the student for that course.
- d. If the course credit is given after the student visa has been already granted the change of course duration needs to be reported via PRISMS. This must be done within 14 days after the credit transfer has been granted.
- e. Upon updating reduction in duration in PRISMS, the administrative officer will update the Result Summary Sheet in the students file.

3.2. Domestic Students

- a. Where the course credit is granted through Credit Transfer or RPL, Domestic Student administration is required to follow the steps as mentioned above.
- b. The evidences of Course Credit are recorded in the students file.
- c. SVTS coordinator then records the student's outcome in the student management system (aXcelerate), the Credit outcome is updated in the Training Plan.
- d. The Results Summary Sheet on the Student File is also updated.

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- The ESOS ACT 2000, National Code 2018 Standard 2
 - SRTO 2025 Part 1 Division 3 RPL and Credit Transfer
 - Skills First Program Standard VET Funding Contract

Relevant Policies

- Enrolment Policy and Procedures
- RPL Policy and Procedures

Relevant Forms and Documents

- Student Handbook
- Credit Transfer Application Form
- RPL Application Form
- Letter confirming outcome of Credit Application

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Appendix A

1. Confirming outcome of credit application letter

Date: [insert date]

Student Name: [insert details]

Student Number: [insert details]

Student Address: [insert details]

Sub: Confirming Outcome of Credit Application

Dear Student,

This letter is to confirm the outcome of your recent course credit application. We received your application for:

- ☐ Recognition of prior learning
☐ Credit Transfer

Your application was received and has been assessed by the National Training Manager or their delegate using the evidence you supplied and the decision has been made:

- ☐ Your application for course credit was **successful**. You have been granted credit in the following unit(s):

Unit Code	Unit Name	Outcome

The Credit Transfer achieved will reduce your course duration by hours. The reduction in the duration of your course may impact your student visa, you should contact the Department of Home Affairs (DHA) for further clarification. / There is no reduction in the duration of your course.

- ☐ Your application for course credit was **unsuccessful**. The reasons that your application was unsuccessful are:

By accepting this letter you acknowledge that CAC has assessed the application within the guidelines of 'Credit Transfer or Recognition of Prior Learning' policy and procedure. You are required to confirm your notification of this decision by signing the reverse page 'Student acceptance of credit outcome.' Or by replying to the email sent by Student Administration. You are required to confirm your notification of this decision within 7 days of receiving this outcome. No response from you would imply that you have accepted the credit out and Student administration will process the Credit Transfer.

If you are unsatisfied with the outcome and explanation you are able to contact the Training Manager for further clarification. You are also able to contact the Student Administration to access the 'Complaints & Appeals Policy and Procedure' which outlines further action that you may be able to take. Yours Sincerely,

Student Administration Manager
8-10 Cross Street
Footscray West, Vic 3012

Student acceptance of credit outcome

Please sign the following acceptance agreement and return to Student Administration.

By signing this declaration, I acknowledge that I had submitted an application for Course Credit and that CAC has assessed the application within the guidelines of 'Credit Transfer or Recognition of Prior Learning'.

I have been informed of the outcome of my application and I am also informed of my right to access the 'Complaints & Appeals Policy and Procedure' if I am unsatisfied with the outcome.

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- ☐ I accept and agree to the Credit Outcome.
- ☐ I do not accept the Credit Outcome. I wish to appeal the credit decision.

Student Name

Student Signature

Date

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