

Course Credit

This document sets out the policy concerning the granting of Credit Transfers in line with Standard 12 of the National Code of Practice 2007. Credit Transfers can be awarded based on recognition of studies from previously completed or partial qualification/s within Australia. Recognition of prior learning is only available to Domestic students.

Policy:

1. Granting Course Credit:

- 1.1 Initial consideration for granting course credit (if applicable) is carried out by the International Student Registrar. Course credit will be assessed and granted (if appropriate) at the time of application for enrolment and the adjusted duration will be reflected in the Letter of Offer and Confirmation of Enrolment (CoE).
- 1.2 Where it is not possible for the International Student to apply for course credit at the time of enrolment, application will be made as soon as practicable after enrolment to allow assessment of the student's eligibility for course credit.
- 1.3 To gain course credit, the applicant must provide certified copies of evidence with their application for enrolment.

Credit Transfer (CT) – International and Domestic Students:

Credit Transfer is the recognition of any equivalent study you have previously undertaken. To apply for credit transfer, you are required to provide evidence of the accredited study along with your Application for Credit Transfer form.

Credit Transfer can only be granted if evidence of equivalence has been previously determined through a formal process like a mapping guide, transition arrangements or precedence.

****Recognition of Prior Learning (RPL) – Available to Domestic Students Only:**

**Recognition of Prior Learning is a process that allows the competencies you already possess to be recognised, regardless of how you obtained them. These might include skills you picked up on the job or from life experiences that do not necessarily include formal training:

Recognition of prior learning suits people who have industry relevant:

- work skills or knowledge
- paid or unpaid work experience
- life experience
- community work experience

**Recognition of prior learning could provide you with a full or part qualification, and avoid duplication of training. It could be used to identify what training you may need to complete a qualification, or could provide a pathway to higher qualifications for people who may not have access to further training.

- 1.4 Course credit may be granted to International and Domestic Students in the form of Credit Transfer (CT). **Recognition of Prior Learning (RPL) is only available to Domestic students.
- 1.5 A Course Trainer must conduct all course credit assessments. Where possible, the Course Trainer will meet with the student to undergo the Credit Transfer or Recognition of Prior Learning process.
- 1.6 Cadet International College will charge no fees for this service.

- 1.7 Course credit may reduce the length of a student's course. If this occurs before visa grant, Cadet International College will indicate the actual course duration in the confirmation of enrolment issued for that student for that course. If the course credit is granted after visa grant, the change in course duration is reported via PRISMS under Section 19 of the Education Services for Overseas Students (ESOS) Act.
- 1.8 Students need to sign a letter as confirmation of acceptance of course credit granted.
- 1.9 In the instance wherein a student provides certified copies of results from their previous provider, Cadet International College will recognise these units of competence previously studied with another provider.

2. Recording Course Credit details:

- 2.1 If possible, during the application for enrolment process, students need to identify to Cadet International College of their eligibility for credit transfer and of their intention to apply for Course Credit on the Enrolment Application Form.
- 2.2 Where course credit has not been applied for at the enrolment process stage, application for course credit will be made as soon as practicable after course commencement.
- 2.3 Students who wish to apply for Credit Transfer are advised to complete a Credit Transfer Application Form which will be made available to the student upon request.
- 2.4 Upon receipt of the Application for Enrolment form, the Course Trainer will assess the evidence provided.
- 2.5 Evidence that can be used to support the Credit Transfer application can include, but not be limited to:
 - Transcripts from other VET providers (including for short courses where the courses have been assessed)
 - Units completed under AQF
 - Qualifications achieved and units of competency completed.

Applicants must provide additional evidence if requested by the assessor.
- 2.6 The assessor will assess the evidence in relation to: validity, reliability, currency and fairness.
- 2.7 The assessor will complete mapping of evidence provided by the student by mapping against individual units of competency in the relevant Training Package for the course the student is wishing to apply credit for.
- 2.8 The Assessor will copy all evidence together with the credit transfer application for the student file. After assessment of each credit transfer sought, the Assessor will record approval of the competencies achieved on Credit Transfer Application form.
- 2.9 The Assessor will return the Application form with the result of application, Training and Assessment Activity Record Sheet with the Credit Transfer record section completed to the International Student Registrar.
- 2.10 The International Student Registrar will proceed to prepare and issue a Letter of Offer with the duration as confirmed by the International Student Registrar. The Letter of Offer, together with the Credit Transfer Application form with the result of the application will be given to the student to sign where indicated.
- 2.11 All documentation/evidence including student acceptance or otherwise must be recorded on the Credit Transfer Application Form and provided to the Administration Team Leader within two (2) days of credit

being granted/accepted, do not place the documentation in the data entry tray. Administration will record the information on the student records contained in the data management System.

- 2.12 If the granting of a course credit leads to the shortening of the student's course study period, the International Registrar must:
 - a. Indicate the actual net course duration (as reduced by course credit) in the Confirmation of Enrolment issued for that student for that course if the course credit is granted before the student visa is granted; or
 - b. Report the change of course duration via PRISMS under Section 19 of the ESOS Act if the course credit is granted after the student visa is granted.
- 2.13 Students who are not satisfied with the application outcome are informed to access the Complaints and Appeals Policy and Procedures.
- 2.14 A copy of all signed documentation will be kept on the student's file located at the International College.

3. Refund of fees for Credit Transfer of units:

- 3.1 A refund of fees for individual units attained through the credit transfer process will not be given.
- 3.2 Tuition fees may be reduced only if the student is granted sufficient credits or exemptions to complete the program in a significantly shorter period of time than normal. The final decision on a refund in this situation will be given by the International College Manager after consideration of an application for refund.