

# SC2-I: Course Credit and RPL Policy & Procedure

Domestic and International Students



## Purpose

The purpose of this policy and procedure is to ensure that the qualifications, Statement of Results (Academic Transcript) and Statements of Attainment (SOA) issued by any other registered providers are recognised and the requirements of the AQF, SRTOs 2015 clause 3.5, and the National Code 2018 Standard 2 are met.

Credit towards a student's course can be provided by credit transfer or RPL. This means that students do not have to repeat units (or equivalent) already achieved and can be recognised for formal and informal learning, skills and experience.

ZOI Education will review all AQF certification and authenticate it as part of the process of awarding credit. Applicants who wish to apply for RPL will be provided with an RPL assessment toolkit. The RPL process will be followed as per the Training and Assessment policy and associated procedures.

Applicants will be advised in writing of the outcome of their application for credit transfer and/or RPL. Where the credit provided results in a reduction of the duration of the course and fees, this will also be advising in writing.

## Scope

This policy and procedure applies to all students (international and domestics) applying to study a vocational course with ZOI Education.

## Responsibility

All Managers are responsible for the implementation of this policy and procedure and to ensure that staff, applicants and students are aware of its application and requirements. Training and Assessment Manager will be responsible for administration of the documentation.

## Definitions

Credit Transfer (CT) means exempting a student from enrolling in and being assessed in a unit or units because they have been granted recognition for having completed the identical unit or units at another registered provider.

- **Variations** in the version number of units reflect minor changes not related to outcomes and are therefore accepted for CT.
- **AQF** means Australian Qualifications Framework which can be accessed at <http://www.aqf.edu.au/>
- **Certification document** means a Testamur, Statement of Attainment or Record of Results
- **Credit** means recognition of the previous studies a student has completed for the purpose of reducing the units or modules required to be completed in their currently enrolled program
- **Course** means any nationally recognised qualification, unit of competency, skill set or short course in which a student is enrolled with the RTO
- **Record of Results** is a record of all the units and modules completed and their results that lead to an AQF qualification or VET Accredited Course being issued and is issued alongside an AQF qualification or Statement of Attainment
- **PRISMS** mean Provider Registration and International Students Management System
- **RPL** means Recognition of Prior Learning
- **SRTOs** means the Standards for RTOs 2015 – refer definition of 'Standards'

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- **Standards** means the Standards for Registered Training Organisations (RTOs) 2015 of the VET Quality Framework which can be accessed from [www.asqa.gov.au](http://www.asqa.gov.au)
- **Statement of Attainment** confirms that one or more nationally recognised units or modules has been achieved by an individual but is only used where there has been partial completion of a qualification or VET accredited course
- **Testamur** is an official certification document that confirms that an AQF qualification has been awarded to an individual. This may be called an 'award', 'qualification' 'parchment', or 'certificate'

## Policy

- The qualifications, Statement of Results and Statements of Attainment issued by any other registered provider will be recognised.
- To apply for Credit Transfer, applicants must complete an Application of Credit Transfer form and submit it as part of their enrolment application. Whilst applicants can apply for Credit at any time, it is recommended they do as part of the enrolment process, so that Credits are known upfront and the student does not undertake training that they may be exempt from;
- No more than 50% of the requirements for the award can be granted for a credit based and all supporting documentation must be written in English.
- All Credit Transfer applications must include certified copies of transcripts from previous studies. Where required and at ZOI's discretion, additional information about a subject or unit previously studied may be requested, to determine unit equivalence. Credit applications may be returned or declined if all requested information is not provided.
- "Recognition" means that students will be granted exemptions or advanced standing in a course as a consequence of having completed the same unit(s) in another registered provider
- Credit transfer information must be included in information provided to the applicants prior to enrolment
- Sales and Marketing Officers, Training and Assessment Manager, Admission and Student Support Coordinator will be provided with information about the Credit Transfer and assist students in completing applications;
- Applicant will be advised in writing of the outcome of their application for credit transfer and/or RPL. Where the credit provided results in a reduction of the duration of the course and fees, this will also be advising in writing.

## Procedure

1. Applicants seeking Credit Transfer must complete the Credit Transfer Application Form, attach a copy of a qualification, statement of results (academic transcript) or SOA and submit the application to ZOI Education Admission team.
2. ZOI Admission team will forward the application to ZOI Education Training and Assessment Manager who will review and evaluate the qualifications, statement of results (academic transcript) or statement of attainment and grant credit transfers for equivalent units that have been identified as being completed with another registered provider.
3. ZOI Education Training and Assessment Manager verifies copies of qualifications, statement of results (academic transcript) and statements of attainment used as the basis for granting Credit Transfer must be placed in the student file.
4. The completed application of Credit Transfer must be signed and submitted by the applicant to ZOI Admission team. ZOI Admission team (Sales and Marketing Officer) must confirm and declare that they have sighted the original copies of all supporting documentation and provide

V2.0

RTO Operations Manager

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a declaration of statement on the copy of all supporting document presented along with the completed application of Credit Transfer form.

5. ZOI Education Sales and Marketing Officer will submit the completed application of Credit Transfer form to the Admission and Administrative team. The application of credit transfer along with supporting document will be reviewed for their compliance prior forwarding all document to the Training and Assessment Manager.
6. The Training and Assessment Manager will evaluate all documents submitted, perform Credit Transfer “Mapping” from all units completed in their previous training. The Training and Assessment Manger must consider the following prior proceeding the process:
  - **Review Credit application**  
Transcripts should be reviewed for their authenticity. Consider:
    - Does the transcript include the expected information on an AQF Certification document such as name of institution, code, full name of student, name and codes of units completed?
    - Has the copy been certified?
  - **Are the units/modules previously studied relevant to the student’s current enrolment?**  
If not, the Credit Application does not need to be progressed further and the student can be advised that they were not granted any Credits
  - Where units are relevant, contact the issuing institutions to confirm the authenticity of the transcripts
  - Where there is a direct unit match by code and title, a Credit can be issued
  - Where previously completed studies are deemed equivalent by the Training Package to a unit in the student’s enrolment, a Credit can also be granted for those relevant units
  - Where previously completed studies are relevant/ similar to a unit in the student’s enrolment, the content of the completed units/modules must be analysed to identify whether the outcomes are equivalent to any units/modules in the student’s course. This may be assessed by reviewing the content of the unit/module which may be accessed through the university or the student may be asked to provide further information if required;
  - Where equivalent outcomes are identified, a Credit can be issued. The reason for the Credits issued should be documented on the Credit Application
7. Granting of CT must be recorded as a unit outcome in the student’s file and on the Student Management System (RTO Manager).
8. Notify the applicant of Credit Outcomes
  - Once credits have been determined, notify the student of the outcome of their Credit Application in writing
  - Where 3 or more Credits have been granted, reducing the amount of training and assessment needing to be provided, review the cost of the course and advise the student of the reduced course fees
9. After CT is granted, a student’s course schedule must be reviewed and any reductions in the scheduled attendance (and the reasons for the reduction) must be recorded in the student’s file.
10. Wherever, a full-time load for the student should be maintained by adjusting the student’s course schedule and duration for completion of the course.
11. In the case of international students, any course duration reduction as a result of credit transfer granted to students must be indicated on:
  - a. the student’s Confirmation of Enrolment if granted prior to the issue of a visa, or

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- b. PRISMS if granted after the issue of a visa
12. There are no fees charged for processing and assessing Credit Transfer requests. Charges for the RPL process will not exceed 50% of the fee of the unit of competency.
13. Complaints and Appeals
  - a. Where the outcome of Course Credit is not granted and the participant disagrees with the outcome, they should first try to resolve the matter informally.
  - b. Where the outcome remains unresolved following informal discussions the individual may appeal by using the procedure outlined in the Policy - 'Complaints and appeals'

### Associated Documents

- Application of Credit Transfer form
- Student Consent Form
- Complaints and appeals policy and procedure