

## COURSE CREDIT POLICY & PROCEDURE

For the purposes of the National Code, **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).

CAE 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.

CAE may require students to complete an assessment to demonstrate competency.

If CAE 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 Home Affairs (DHA) via PRISMS within 14 days (if under 18 years old or 31 days over 18) after the event as specified under Section 19 of the ESOS Act 2000 as amended.

CAE 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.

CAE requires original or certified documents for assessment.

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

CAE will not charge an extra fee for applications for course credit against an enrolling/enrolled course.

If the course credit /RPL granted **will not affect the duration** of the course/COE, CAE 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 stated on the Course Credit / RPL application form, CAE 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, if any, and estimated costs
- 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.
- Student should request a meeting with the course facilitator/assessor.
- 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*.
- Students 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.
- CAE 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.
- The Compliance Officer 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 DHA 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 must be reported to DET via PRISMS within 31 days after the event as specified under Section 19 of the ESOS Act unless the student is under 18 years old in which PRISMS must then be updated in 14 days.

If the course credit granted **will not affect the duration** of the course, the college 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**, CAE will record a change of course duration on PRISMS. The college will utilise the Student Course Variation function and indicate that the student has requested a change to the existing enrolment. The college 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. Records of Course Credit/RPL assessment and decisions **MUST** be kept for 2 years after the student ceases study.

## **FORMS/LETTERS /TEMPLATES FOR POLICY/PROCEDURE**

Application for Enrolment

Student Contract/Written Agreement

Full enrolment assessment form

Course Credit/RPL Application Form

## **REFER:**

[Standard 2: Recruitment of an overseas student](#)