



COURSE CREDIT POLICY AND PROCEDURE

POLICY TITLE: COURSE CREDIT POLICY AND PROCEDURE
POLICY NUMBER: WIP0910-038
RESPONSIBILITY: HEAD OF TRAINING

National Code 2007, Standard 12

Registered providers appropriately recognise course credit within the ESOS framework.

- 12.1 Where the registered provider grants course credit, the registered provider must:
- a. Have documented procedures for the granting and recording of course credit, and
 - b. Provide a record of the course credit to the student, which must be signed or otherwise accepted by the student, and place it on the student's file.

- 12.2 If the registered provider grants the student course credit which leads to a shortening of the student's course, the registered provider must:
- a. If the course credit is granted before the student visa grant, indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
 - b. If the course credit is granted after the student visa grant, report the change of course duration via PRISMS under section 19 of the ESOS Act.

Scope

The policy supports the granting of credit to students with recognised Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by any other Australian registered education provider, as required under Standard 2.2 of the Australian Quality Training Framework (2007) "Recognition of Qualifications Issued by other RTOs".

This policy supports the granting of credit to students with international qualifications/ statements of attainment (or their equivalent) which are deemed to be equivalent to the unit(s) /module(s) which the student is applying for course credit.

The Institute will ensure that clear information about course credit is provided to each student prior to enrolment.

Course Credit: If a student has completed units/modules/competencies that are the same (or deemed equivalent) either in a different course, or at another registered education provider (either in Australia or internationally) they may be eligible to apply for and be granted course credit.

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Procedure

A student contacts the Manager, Student Administration Services for an Application for Course Credit Form;

The student completes the form and returns this to the Manager, Student Administration Services along with all necessary supporting documentation e.g. Certificates, Unit/course transcripts.

Note: Any information not originally in English will need to be translated by a qualified translator and both the original and certified translated provided to WAIFS

The Manager, Student Administration logs receipt of the application for course credit and passes the information to the Head of Training.

The Head of Training (or appropriate delegate e.g. trainer) compares the information presented by the applicant to the relevant WAIFS course information using the matrix available on the shared drive for mapping of qualifications/units/modules.

Finalisation of Course Credit process

Once the mapping has been completed, the Head of Training/trainer can complete the Record of RPL/Course Credit Granted Form, which will include reasons for the amount of course credit given. Students are required to sign (or otherwise accept) the Record of RPL/Course Credit Granted. Students will be given a copy of the Record of RPL/Course Credit Granted Form for their records, and a copy will be kept on the student's file. If necessary the duration of study will be adjusted accordingly.

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

If the course credit granted **will not affect the duration** of the course, WAIFS records the course credit in the student's file but does not need to take any other action. If the course credit granted **will affect the duration of the course**, the Manager, Student Administration (MSA) records a change of course duration on PRISMS. To do this, the MSA uses the Student Course Variation function, and indicates that the student has requested a change to the existing enrolment. The MSA then chooses 'transfer student into same course' and then changes the end date of the course. This process will result in the creation of a new CoE (with the revised end date) and the cancellation of the original CoE.

The MSA will report the change of course duration to The Department of Education via PRISMS within 14 days after the event as specified under Section 19 of the ESOS Act.

If course credit is granted, tuition fees to the value of that subject's worth will be deducted from the total course cost if the course credit is applied for BEFORE the unit is delivered by WAIFS as part of the student's course delivery timetable. If the credit is applied for AFTER the unit has been delivered as part of the student's course delivery timetable no reduction in tuition fee will occur.

Any course credit given as a result of this process is applicable only to the course in which the student is enrolled at the time of applying for course credit. If a student changes courses, any course credit granted will be reassessed to ensure that it still remains appropriate.

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