



## Course Credit & RPL Policy

<b>Purpose</b>	Under Standard 12 of the National Code, Course Credit, Swann College is required to have documented procedures for granting and recording course credit and recognition of prior learning. We are required to ensure students sign. This record is to be kept on the student's admin file.
<b>Scope</b>	This procedure articulates the Swann's practices as they apply to International Students in compliance with the ESOS Act 2000 and Standard 12 of the National Code 2007.
<b>Policy and Procedure</b>	<p>This policy/procedure supports 'Standard 12 – Course Credit' of the 'National Code of Practice for Registration Authorities &amp; Providers of Education &amp; Training to Overseas Students 2007' which states 'Registered providers must appropriately recognise course credit within the ESOS framework.'</p> <p>This policy implements a procedure for us to process any student's applications for course credit and document any results. It will provide a process that ensures that students receive written verification of the outcome of the course credit application and records are kept with student files.</p> <p>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 DIBP via PRISMS.</p> <p style="text-align: center;"><b>Actions Guidelines for Course Credit –Procedure:-</b></p> <p>All students are made aware of the ability to apply for course credit via a RPL application throughout the enrolment and induction process of the course. This is supported with information provided in the 'Pre Enrolment Information handbook'.</p> <p>Students are to place any applications for course credit no later than 2 weeks before enrolment into the course.</p> <p>All applications are to be submitted to Administration and include original documents to be sighted and copied by the Administration officer. Applications may not be accepted unless all required information is included.</p> <ul style="list-style-type: none"><li>• Where RPL is being applied for the students must include all relevant evidence of work experience and where learning has occurred according to RPL - Credit Transfer's Form.</li></ul> <p>A Credit Transfer application must be accompanied by nationally recognised Certificates with detailed Statement of Attainments indicating the units successfully completed including unit codes and titles and dates of completion.</p> <p>Students are required to submit their application with supporting evidence as required and outlined in the applications:</p>



	<p><b><u>Credit Transfer</u></b></p> <p>Students who have completed a Nationally Recognised qualification / unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the particular unit(s).</p> <p>The student must provide the original certificate to be sighted by Administration to verify the Credit Transfer.</p> <p><b><u>Recognition of Prior Learning (RPL)</u></b></p> <p>Where students have gained relevant skills and knowledge other than undertaking accredited training for the unit, a student may be eligible for Recognition of Prior Learning.</p> <p>Students must complete an application form and submit to Student Administration with supporting evidence as required. This evidence must be clearly identifiable, and support the applicant's case for Recognition of Prior Learning by addressing the relationship of evidence to the Unit of Competency credit is being sought.</p> <p>Applications are received by Administration in the first instance and the application and supporting documentation is copied and placed into the student file. Where originals are required to be sighted the Admission Officer will sight the originals and indicate on copies that originals have been sighted and return originals to the student. Acumen shall at no time accept original certificates.</p> <p>The application is then forwarded to the trainer to be assessed and outcomes determined.</p> <p>Where any application for course credit is received by us, either RPL or CT, we assess the application and provide an outcome to the application within 20 working days of receiving it, or as soon as practical where further information is required to determine the outcome.</p> <p>Where either of the above, Credit Transfer or Recognition of Prior Learning, applications are received the following must occur:---</p> <ul style="list-style-type: none"><li>• Student Administration must adjust the student's CoE to reflect any reduction in the period of study the student is enrolled and their course fees.</li><li>• Acumen needs to provide the student a 'Confirming Outcome of Credit Application'. The students must sign this letter to indicate agreement with the outcomes of Credit Transfer or Recognition of Prior Learning applications and a copy is to be kept on the students file.</li></ul>
<b>Policy Delegated Authority</b>	CEO RTO Manager
<b>Approved by</b>	RTO Manager



<b>and Responsibility Authority</b>	RTO Manager CEO
<b>Approved Date:</b>	30.06.2021
<b>Forms and Documents</b>	<ul style="list-style-type: none"><li>• Course Credit Form</li><li>• Enrolment Form</li></ul>
<b>Definitions (if any)</b>	
RPL	Recognition of Prior Learning
CT	Credit Transfer