

# Course Credit or Recognition of Prior Learning Policy and Procedure

## 1 Purpose and Objective

- 1.1 The purpose of this policy is to formalise enactment of compliance by the International Institute of Business and Information Technology (IIBIT) with the legislative and regulatory framework applicable to providers of international education services in Australia.
- 1.2 This policy specifically addresses the requirements of Standard 2 of the National Code of Practice for Providers of Education and Training to Overseas Students (National Code 2018) regarding Recruitment of an overseas student. It also addresses Standards 1.8, 1.12, 3.5 and 8 of the Standards for Registered Training Organisations (RTOs) 2015 regarding provision of quality training and assessment, management systems appropriate to the needs of clients, staff and stakeholders, certification issuance and recognition of qualifications, together with compliance with legislation.

## 2 Scope

- 2.1 This policy and procedure relates to all overseas students studying with IIBIT on a Student visa and to all IIBIT staff interacting with such students on issues related to course credit and recognition of prior learning.

## 3 Policy

### Principles

- 3.1 IIBIT commits to compliance with the legislative and regulatory framework applicable to overseas students resident and studying in Australia.
- 3.2 IIBIT wishes to ensure that it appropriately recognises Standard 2 – Course Credit of the National Code 2018 within the ESOS framework and to provide a Procedure for IIBIT in relation to application for granting course credit as a result of previous study and/or Recognition of Prior Learning.
- 3.3 This policy and procedure the achievements of students who have previously gained knowledge and skills equivalent to the learning outcomes of units of competency in an accredited RTO, or relevant learning students have accomplished through work and formal training which allow them not to repeat a particular unit or units of competency when enrolling in their IIBIT course.
- 3.4 IIBIT will undertake assessment of an Application for Course Credit/ RPL to ensure that prior formal/ informal learning has been of a comparable standard to that which would allow a student to pass or be deemed competent in the units of study/competency within a particular course.

- 3.5 Applicants may request that their prior learning be assessed for Course Credit towards any College course.

### **Legislative and regulatory requirements underpinning this IIBIT policy and procedures**

- 3.6 Standard 2 of the National Code requires IIBIT as a Registered Provider to appropriately recognise course credit within the ESOS framework by having documented procedures for granting and recording course credit.
- 3.7 Course credit may reduce the length of a student's course. If this occurs before visa grant, IIBIT is required by Standard 2 to 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 Provider Registration and International Student Management System (PRISMS) under section 19 of the Education Services for Overseas Students (ESOS) Act.
- 3.8 Standard 2 further requires that students must sign or accept a record of course credit granted.
- 3.9 Standards for Registered Training Organisations (RTOs) 2015 ( standard 1.8 and 1.12) requires IIBIT to collect, analyse and act on relevant data doe continuous improvement of training and assessment, meet the requirements of the relevant Training Package or VET accredited course, ensure assessment and training are delivered by appropriately qualified, experienced and skilled trainers and assessors and carry out all assessment (including Recognition of Prior Learning) in accordance with the requirements of the Training Package or VET accredited course, the principles of assessment and the rules of evidence, any workplace or regulatory requirements and is systematically validated.
- 3.10 Standards for Registered Training Organisations (RTOs) 2015 standard 2 requires IIBIT to manage its operations in such a manner that clients receive the services detailed in their agreement with IIBIT, that IIBIT monitors its training and assessment services to ensure compliance with the VET Quality Framework and that IIBIT manages its records to ensure their accuracy and integrity.
- 3.11 Standards for Registered Training Organisations (RTOs) 2015 Standard 8 requires IIBIT to comply with relevant legislation and regulatory requirements and to ensure that staff and clients are fully informed of these where they affect their duties.
- 3.12 Standards for Registered Training Organisations (RTOs) 2015 Standard 3 requires IIBIT to recognise AQF and VET qualifications and VET statements of attainment issued by other RTOs.

## **4 Procedure**

### **Background to this set or procedures**

- 4.1 Course Credit is a formal pathway to achieving all or part of an Australian Qualifications Framework (AQF) qualification. It can reflect both informal and formal methods of learning. The granting of Course Credit implies that students commence study at a level that appropriately recognises their previous learning experiences, and are not required to repeat equivalent learning activities that have been achieved elsewhere. This ensures

that students are able to gain an award in the least time possible while adhering to the requirements for the conferring of that award.

- 4.2 Course Credit can recognise learning gained in many different contexts including work, involvement in social community or sporting activities, prior study (both formal and informal), and learning through life experiences

### **Procedures**

- 4.3 The student will be advised on the process via email, including evidence collection, enrolment and assessment. Evidence to support an application may include:
- a) AQF qualification testamur issued by an accredited institution;
  - b) formal academic transcript issued by an accredited institution;
  - c) statement of attainment issued by an accredited institution;
  - d) certified copies of all relevant qualifications;
  - e) documents showing skills attained;
  - f) overseas qualification issued by an overseas institution that is listed in the AEI NOOSR Country Education Profiles;
  - g) all supporting documents must be in English; and
  - h) any other relevant documents;
- 4.4 All evidence must be verified in accordance with the principles of validity, reliability, flexibility and fairness. Evidence presented has to be certified by a JP or equivalent authority in the country of origin.
- 4.5 Depending on the industry the student has worked in, the student may or may not have documentary evidence available. This should not deter the learner from seeking RPL as the Course Coordinator will work with the student during the RPL process to identify skills and experience for the qualification.
- 4.6 The Course Coordinator will advise on RPL. Students may be asked to provide further information or evidence. This depends on the evidence that the learner provides. The Course Coordinator will review the evidence and will match the student's skills to the units in the qualification.
- 4.7 The Course Coordinator may wish to conduct practical skills testing, workplace assessment/observation at the student's place of employment, if appropriate. This will enable the student to demonstrate his/her level of competence.
- 4.8 Following the assessment, the Course Coordinator will provide details of the skills and knowledge that have been recognised and whether the trainer has gained access to the full qualification.
- 4.9 The student's results will be recorded at IIBIT database and will be advised by Student Services within ten working days following the final assessment. If the student wishes to complete the remaining units of the qualification or if they were unsuccessful with their RPL qualification, they will be advised by Student Services and will need to re-enrol and pay any applicable fee to achieve the qualification or units of competency through a training pathway instead of RPL.

- 4.10 Rejection of RPL may occur if:
- a) the unit of competency which credit is applied for does not match with the content of previous completed course; and
  - b) the documents submitted are, or are suspected to be, inaccurate. If the Course Coordinator suspects that an academic document presented by an applicant may be altered or fraudulently created, s/he will make direct contact with the conferring institution to validate the claims of the learner.

**Course Credit based on Credit Transfer:**

- 4.11 Credit transfer recognises the learning outcomes of past formal study. The main focus is on the documented evidence of the past study and how it is related to the learning outcomes of the units of competencies or qualifications.
- 4.12 Process: To lodge an application a student must be enrolled in at least one unit of competencies in that particular qualification.
- 4.13 Forms of evidence to support an application for Credit Transfer:
- a) Statement of Attainment issued by other RTO; and
  - b) Academic Transcript issued by an accredited institution.
- 4.14 Once the application has been submitted, the Students Services will record the application in learner's record management system and the application is placed in their file.
- 4.15 Unit description outline and other supporting documentation must be in English.
- 4.16 All evidences submitted have to be certified by a JP.
- 4.17 The completed application for Course Credit is forwarded to the Course Coordinator and he/she will:
- a) verify that the previous studies are at an appropriate level to apply for Course Credit; and
  - b) review the unit description based on supporting documents and compare to those required by IIBIT.
- 4.18 The students are advised within ten working days on the outcome of their application via e-mail from Admissions and Marketing Department.
- 4.19 The student must attend all classes until the application is granted and get the letter of offer and sign the written agreement to the Students Services.
- 4.20 Reasons for Rejection of Credit Transfer:
- a) the unit of competency for which credit is applied for does not match the content of previous completed course; and
  - b) the documents submitted may be inaccurate. If the Course Coordinator suspects that an academic document presented by an applicant may be altered or fraudulently created, s/he will make direct contact with the conferring institution to validate the claims of the learner.

- 4.21 When IIBIT intends to grant Course Credit to an overseas student this may shorten a student's study period. One of the following procedures is used;
- a) If IIBIT grants Course Credit before the visa is granted, the Course Coordinator must provide the actual net course duration. The learner must be issued with a new CoE, letter of offer and written agreement by Student Services (National Code 2018, Standard 2).
  - b) If IIBIT grants Course Credit after the visa is granted, Student Services must report the change in the course duration via PRISMS (National Code 2018, Standard 2); or
- 4.22 Student Services must ensure that overseas learners are attending a minimum of 20 hours per week of classes, unless
- a) the student is in her / his final study period and the unit of competency required complete the course are less than 20 hours per week of classes; and
  - b) the student has been granted RPL or Credit Transfer for units of competency in a given study period. If so, their course load for that study period may be reduced accordingly if no other units of competencies in that learner's course can be scheduled in that study period.

## 5 Review

- 5.1 A review of this policy and its procedures is undertaken by General Manager (Academic Services and Quality Assurance) annually under the guidance of the Director of Operations.

## 6 Roles and Responsibilities

- 6.1 Admissions and Marketing will ensure to collect the required evidence under Standard 2 and submit it to the Academic Coordinator for approval.
- 6.2 Academic Coordinator will ensure to compile with the policy and its procedures when allocating Course credit or RPL and return the documents to Admissions and Marketing.

## 7 Definitions

ASQA	Australian Skills Quality Authority
AVETMISS	The Australian Vocational Education and Training Management Information Statistical Standard
CEP	Country Education Profile
COE/ECOE	Confirmation of Enrolment/Electronic Confirmation of Enrolment.
COURSE	A full-time registered course of education or training registered on CRICOS for the attainment of a test amur or certificate, defined in the ESOS Act.
COURSE COORDINATOR	Nominated Officer to assess the Course Credit Application.
COURSE CREDIT	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.
DE	Department of Education
DE	Department of Education
DHA	Department of Home Affairs
ESOS ACT 2000	Education Services for Overseas Students Act 2000.
IE	International Education
IIBIT	International Institute of Business and Information Technology.
INTERNATIONAL STUDENT	A person holding an Australian Student Visa and defined as an Overseas Student in the ESOS Act.
JP	Justice of the Peace
NATIONAL CODE 2018	The National Code of Practice for Providers of Education and Training to Overseas Students 2018.
NOOSR	National Office of Overseas Skills Recognition
NVR	National Vocational Education and Training Regulator Act 2011 (NVR Act)
PRISMS	The Provider Registration and International Student Management System used to process information for DHA provided by registered providers.
RPL	Recognition of Prior Learning
RTO	Registered Training organisation
SRTO	Standards for Registered Training Organisations (RTOs) 2015
USI	Unique Student Identifier

## 8 Associated Information

<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• Admissions and Enrolment Policy for VET and ELICOS Students</li> <li>• Application for Course Credit/RPL form</li> <li>• Notification of acceptance/rejection/partial acceptance of Course Credit/RPL application</li> </ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"> <li>• National Code of Practice for Providers of Education and Training to Overseas Students (National Code 2018)</li> <li>• Education Services for Overseas Students Act 2000</li> <li>• National Vocational Education and Training Regulator Act 2011</li> <li>• Standards for Registered Training Organisation (RTOs)2015</li> <li>• National Vocational Education and Training Regulator Act 2011 (NVR Act)</li> </ul>
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<b>Approval Authority</b>	IIBIT Academic Committee
<b>Document Administrator</b>	General Manager (Academic Services and Quality Assurance)

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## 9 Change History

<b>Version Control</b>	Version 6.1	
<b>Change Summary</b>	V1 30/07/11	Overall review
	V2 20/08/12	Overall review
	V3 27/02/13	Overall review
	V4 25/02/15	Updated VET Standards
	V5 01/05/17	Formatting
	V6 25/06/19	Updated Responsibilities
	V6.1 08/08/19	Applied new template, plus minor editorials, GMASQA Approved